

## Step-by-Step Instructions

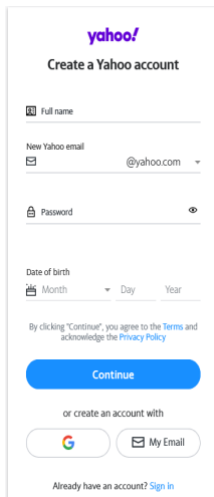
For Zachry employees who do not have a Zachry e-mail account (“Non-Technology User”), a personal e-mail is required to access your personal profile in the Oracle HCM system.

This User Guide demonstrates how to sign up for a Yahoo, or [Google](#) e-mail account.

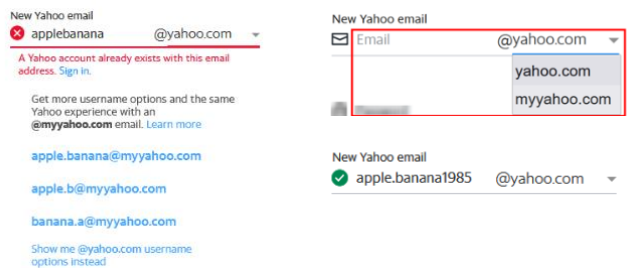
### Create a Yahoo E-mail Account

**Performed by:** Employee (Non-Technology User)

1. Go to the Sign-up page: <https://login.yahoo.com/account/create?.lang=en-US&.intl=us&.src=yhelp>
2. Enter your information in the required fields. Note: A green checkmark means that the information entered is acceptable.

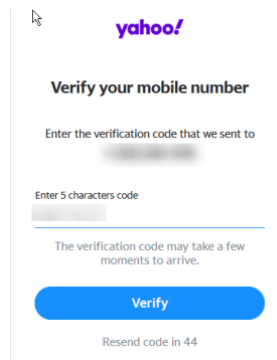
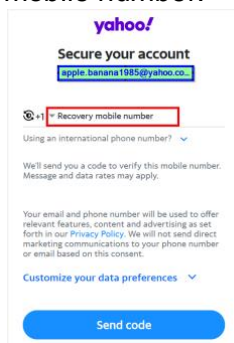


a) If a Yahoo account already exists with the e-mail address you created, Yahoo will suggest other e-mail address options. Choose one or modify your original address until the green checkmark indicates the address is unique.

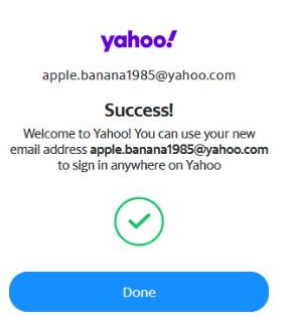


b) Click **Continue**

3. Secure your account with a recovery mobile number.



4. Success! Personal e-mail now created.



## Create a Google E-mail (Gmail) Account

Performed by: Candidate

1. Go to the account sign-up page: [Sign in - Google Accounts](#)
2. Enter your name (First name is required; Last name is optional), then click **Next**.

3. Enter your birthday and gender, then click **Next**.

4. Create an e-mail address. *Note:* If a Google account already exists with the e-mail address you created, Google will suggest other e-mail address options. Choose one until it is accepted. Click **Next**.

5. Create a strong secure password with a mix of letters (capital and lowercase), numbers, and symbols. Re-enter the password to confirm, then click **Next**.

# Creating an E-mail Address

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6. Enter a recovery email address, then click **Next** or choose to **Skip** this step. **Note:** The recovery email address is where Google can contact you in there's unusual activity in your account or if you get locked out.

The screenshot shows the 'Add recovery email' screen. At the top is the Google logo. Below it, the text reads 'Add recovery email' and 'The address where Google can contact you if there's unusual activity in your account or if you get locked out.' There is a text input field labeled 'Recovery email address' which is highlighted with a red border. Below the input field are two buttons: 'Next' and 'Skip'.

7. Add your phone number, then click **Next** or choose to **Skip** this step. Note: Google will use this number only for account security. Your number will not be visible to others. You can choose later whether to use it for other purposes.

The screenshot shows the 'Add phone number' screen. At the top is the Google logo. Below it, the text reads 'Add phone number'. There is a dropdown menu for country selection (showing the US flag) and a text input field labeled 'Phone number' which is highlighted with a red border. Below the input field is a small note: 'Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.' Below the note are two buttons: 'Next' and 'Skip'.

8. Review your account information, then click **Next**. *Agree to the Terms of Service* or click **More options** to make different selections.

The screenshot shows the 'Review your account info' screen. At the top is the Google logo. Below it, the text reads 'Review your account info' and 'You can use this email address to sign in later'. There is a profile icon with the name 'Apple Banana' and the email address 'apple.banana.1985.ab@gmail.com'. Below this information is a blue button labeled 'Next' which is highlighted with a red border.

The screenshot shows the 'Privacy and Terms' screen. At the top is the Google logo. Below it, the text reads 'Privacy and Terms'. There is a mouse cursor pointing to the text. Below the text is a blue button labeled 'More options' which is highlighted with a red border.

The screenshot shows a dropdown menu with the text 'More options' and a downward arrow. Below the dropdown are two buttons: 'Cancel' and 'I agree'. The 'I agree' button is highlighted with a red border.

9. Success! Personal e-mail address is now created.