

## Access to How-To Quality Workshops on Google Classroom

You will need a Google account in order to access the How-To Quality Workshops. If you don't currently have a Google account, follow the directions below. If you already have a Google account, you can skip these steps and follow the directions to [Join with a class code](#).

### Create a Google Account

#### Step 1: Choose a Google Account type

[For myself To manage a business](#)

When you create a Google Account, we ask for some personal info. By providing accurate info, you can help keep your account secure and make our services more useful.

**Tip:** You don't need a Gmail account to create a Google Account. [You can use your non-Gmail email address to create one instead](#).

1. Go to the [Google account Sign In page](#).
2. Click **Create account**.
3. Enter your name.
4. In the "Username" field, enter a username.
5. Enter and confirm your password.
6. Click **Next**.
  - Optional: Add and verify a phone number for your account.
7. Click **Next**.

#### Use an existing email address

1. Go to the [Google Account Sign In page](#).
2. Click **Create account**.
3. Enter your name.
4. Click **Use my current email address instead**.
5. Enter your current email address.
6. Click **Next**.
7. Verify your email address with the code sent to your existing email.
8. Click **Verify**.

#### Step 2: Protect your account with recovery info

If you forget your password or someone is using your account without your permission, updated recovery info makes it much more likely you'll get your account back.

- [Add a recovery phone number](#)
- [Add a recovery email address](#)

[Learn how to avoid getting locked out of your account](#).

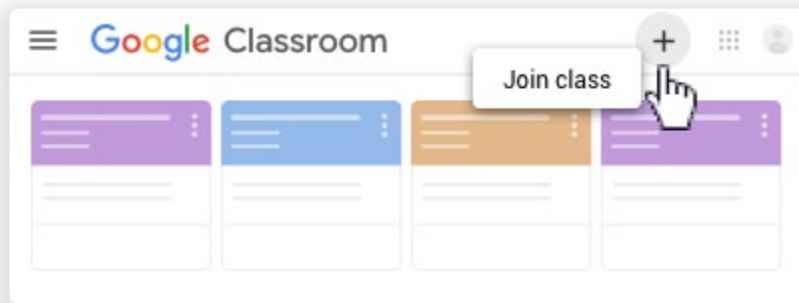
Once you have created your Google account, the steps below to join the How-To Quality Workshops.

### Join with a class code

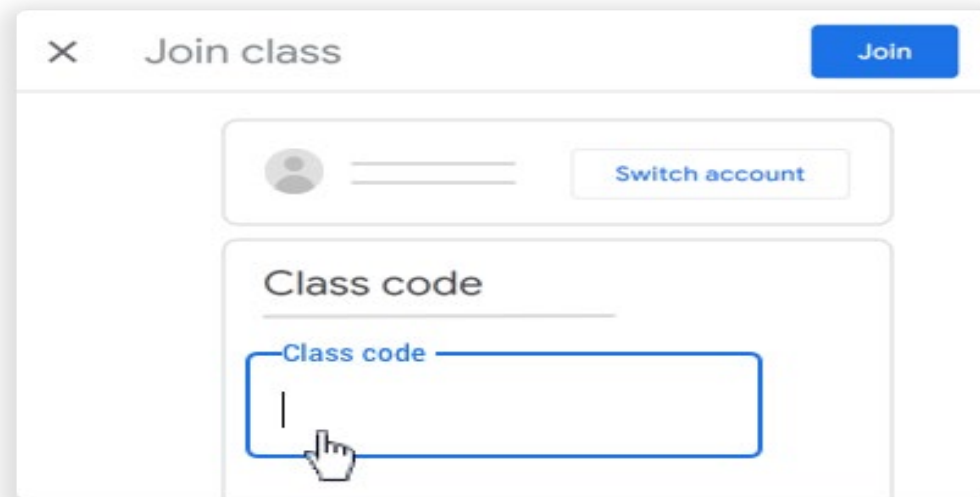
The class code for the How-To Quality Workshops is: **xbc5hpn**

Using the class code, follow these steps:

1. Go to [classroom.google.com](https://classroom.google.com).
2. Make sure to sign in with the correct account. If you're already signed in and need to switch accounts, in the top-right corner, click your profile picture > select or add your account.
3. At the top, click Join class +.




4. Enter the class code **xbc5hpn** and click **Join**.



**Note:** Class codes are 6-7 characters and use letters and numbers. Codes cannot have spaces or special symbols.

### Accessing Your Certificate on Google Drive

- Once you completed the course and passed the quiz with a score of 80 or higher, your certificate will appear in your Google Drive.
- Click on Google Apps  button in the upper right-hand corner and select Drive.
- Certificates should appear in the Shared with me folder.