MyPITID Tip Sheet #1 – Obtaining a Gmail account

Audience: Authorized Signatories and all Badge Holders

To Know	To Do
➢ MyPITID is the new system that will be used to complete all PIT airport badging requests.	❑ If you need to create an email address, follow the instructions in this Tip Sheet to obtain a free Gmail account.
➢ In order to access and use the MyPITID system, all Authorized Signatories and Badge Holders are **required** to have an active email account.	❑ Remember to make note of your Gmail username and password and store the information securely.
➢ The MyPITID system will notify you by email when you need to take any action.	❑ Ask your Authorized Signatory for help!
➢ The email account should be your existing work email (preferred) or personal email if you have one.	❑ **Complete this process by September 1st, 2022.**
➢ A free Gmail account can be easily created if you do NOT have an existing email address or wish to set up a new one.	❑ Inform your Authorized Signatory of the email address that you will use to access MyPITID.

Need more info?   AskMyPITID@flypittsburgh.com   Airport Badging
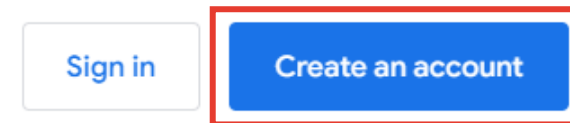
Project Lead: Lance Bagnoff
Compliance Lead: Joan Stasiowski
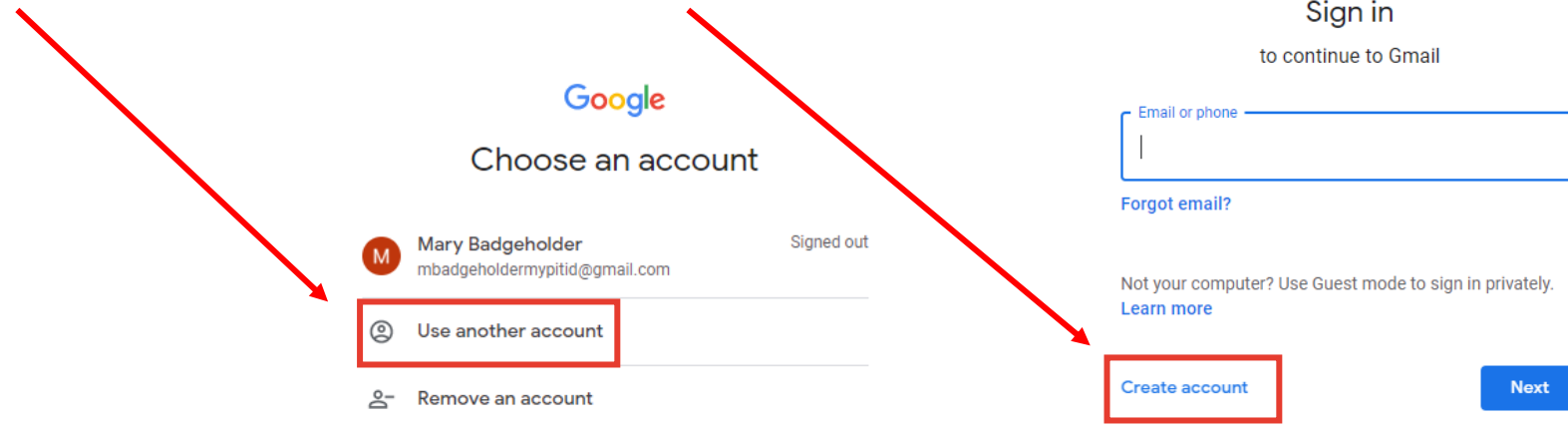**Access/ID Office:** Sarah Gaddess, Taylor Zaney

Step 1   **Access** Gmail by entering the website address www.google.com/gmail in any internet browser.

Step 2   **Click** the "Create an account" button.

Note: If you are using a computer which has previously accessed Gmail, the initial screen may look different. Click on "Use another account" and then "Create account".

Sign in   **Create an account**

Google

Sign in

to continue to Gmail

Email or phone

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account   Next

Google

Choose an account

M   **Mary Badgeholder**   Signed out
    mbadgeholdermypitid@gmail.com

⊙   Use another account

☒   Remove an account

Google

Create your Google Account

to continue to Gmail

Step 3 **Fill in** your first name and last name. →

First name	Last name
Mary	Badgeholder

Step 4 **Create** your username. →
The username can consist of letters, numbers & periods. Make note of your username and keep it in a safe location.

Username
mary.badgeholder.0414   @gmail.com

You can use letters, numbers & periods

Step 5 **Create** a password. Enter it twice.
Follow the guidelines for an acceptable password.

Password	Confirm
••••••••	••••••••

Use 8 or more characters with a mix of letters, numbers & symbols

☐ Show password

Step 6 **Click Next.** →

Sign in instead   **Next**

Mary, welcome to Google

mary.badgeholder.0414@gmail.com

Step 7 A phone number is not required but entering one will allow you to reset your password if you forget it.

Phone number (optional)
412-999-9999

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.

Recovery email address (optional)

We'll use it to keep your account secure

Step 8 **Enter** your birthdate.

Month
January

Day
10

Year
1994

Your birthday

Step 9 **Select** a gender from the drop-down options.

Gender
Female

Why we ask for this information

Step 10 **Click Next.**

Back

Next

Step 11 This step is optional. If you have provided a phone number, you can click 'Send' to verify. You can also choose 'Not now' to proceed without verification.

Google

Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*
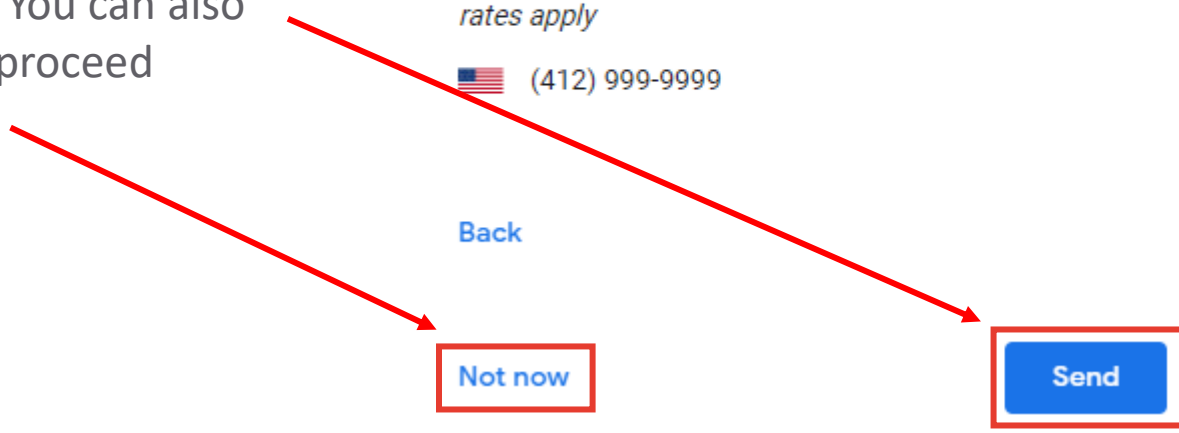
🇺🇸 (412) 999-9999

Back

Not now

Send

Google

Privacy and Terms

To create a Google Account, you'll need to agree to the Terms of Service below.

In addition, when you create an account, we process your information as described in our Privacy Policy, including these key points:

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).
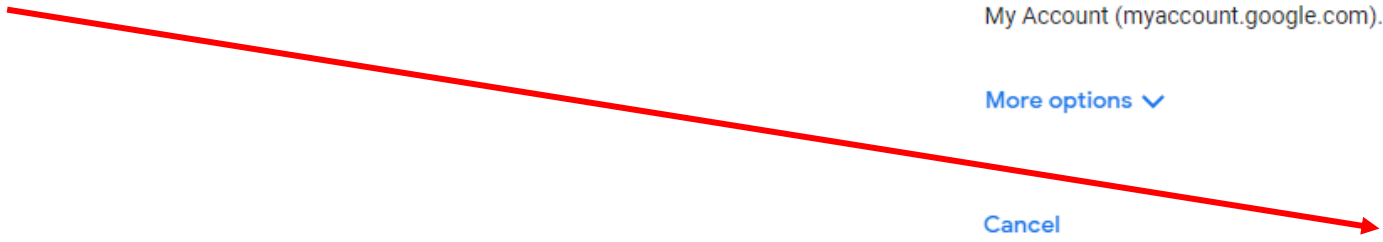
More options ⌄

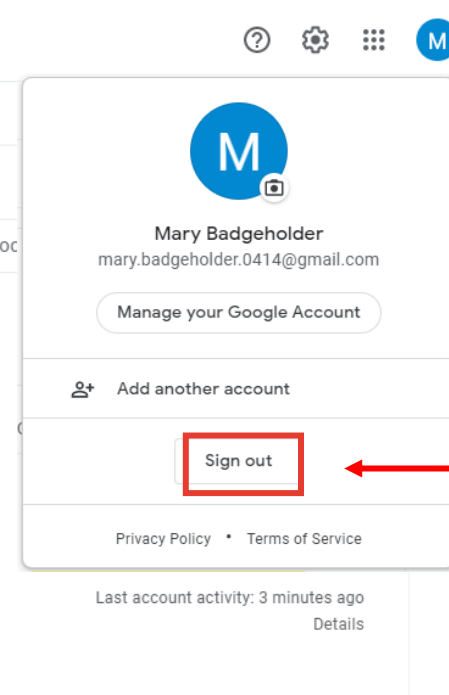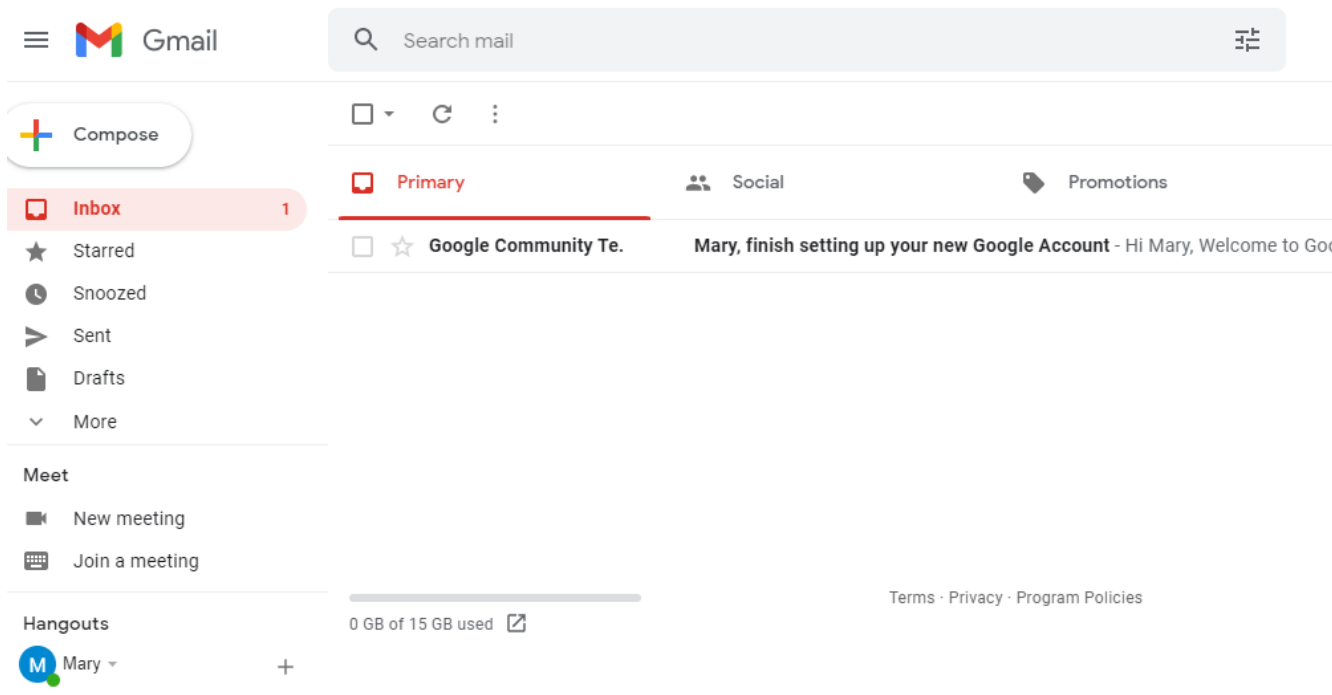**Step 12 Review** the Privacy and Terms.
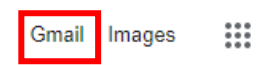
Step 13 Click "I agree".

Cancel   **I agree**

Your Gmail account is ready! Remember to make note of your username and password.

To log out, click on your initial in the top right corner and then click 'Sign out.' Always remember to sign out when you're finished if you are using a public computer!

You can access your email from any internet browser by visiting www.google.com and clicking on 'Gmail' in the top right corner of the page."