



Guide to Google Workspace Account

- Step 1:** To enable your [Google Workspace Account](#), please complete the request form.
- Step 2:** If you have created a Google account using your NLU email, then the Google Email will ask to transfer the account to NLU.
- Step 3:** Once the form is filled out, it will be sent to IT, and we will create an account for you using the information provided.
- Step 4:** The IT team will send out an email with your account information and instructions on resetting your password.

(Note: The password for your Google Workspace account SHOULD be separate from your NLU portal account.)

(Note: If the Acceptable Use Policy Agreement is now Accepted, the account will not be created.)

Name *

NLU Email Address *

Department/College *

Acceptable Use Policy Agreement *

• Any faculty or staff member using Google Workspace must ensure that their use will comply with any data storage requirements of their school, department, unit, or NLU. • Google Workspace may not be used to store, maintain, or transmit any kind of restricted/confidential data, including, but not limited to HIPAA/FERPA protected social security numbers, driver's license numbers, financial account or credit card numbers, or any other personally-identifiable data. • Anyone using Google Workspace for grants should be aware that data will be stored in data centers outside of the US and must abide by the rules and policies set forth in their grant. • National Louis University does not back up data stored on Google Workspace, and cannot restore, or recover, any data or documents that are deleted from these applications. Full Policy Available Here: <https://nl.edu/media/nledu/content-assets/documents/lits/NLU-Google-Workspace-Acceptable-Use-Policy.pdf>

- ☐ Agree
☐ Do Not Agree

☐ Send me a copy of my responses

Submit