

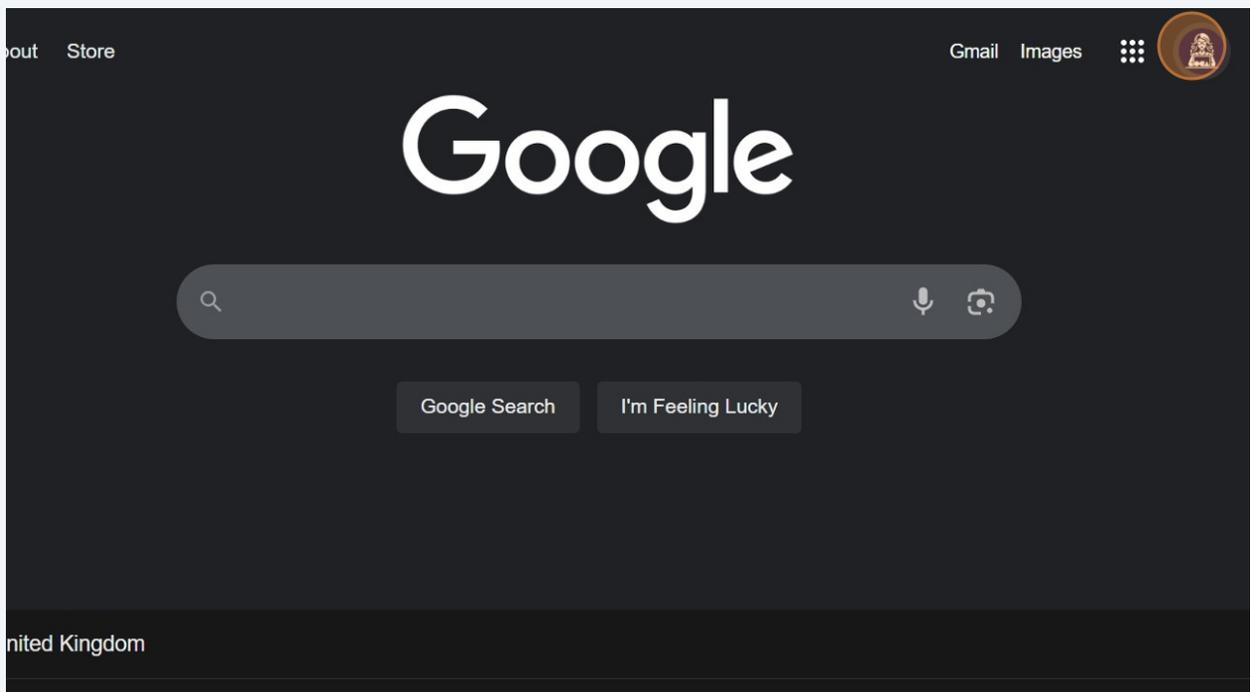


**Steps 1 to 4** only apply if you are already signed into the Google homepage using a personal email address. Please skip to **Step 5** if you are signing into Google for the first time.

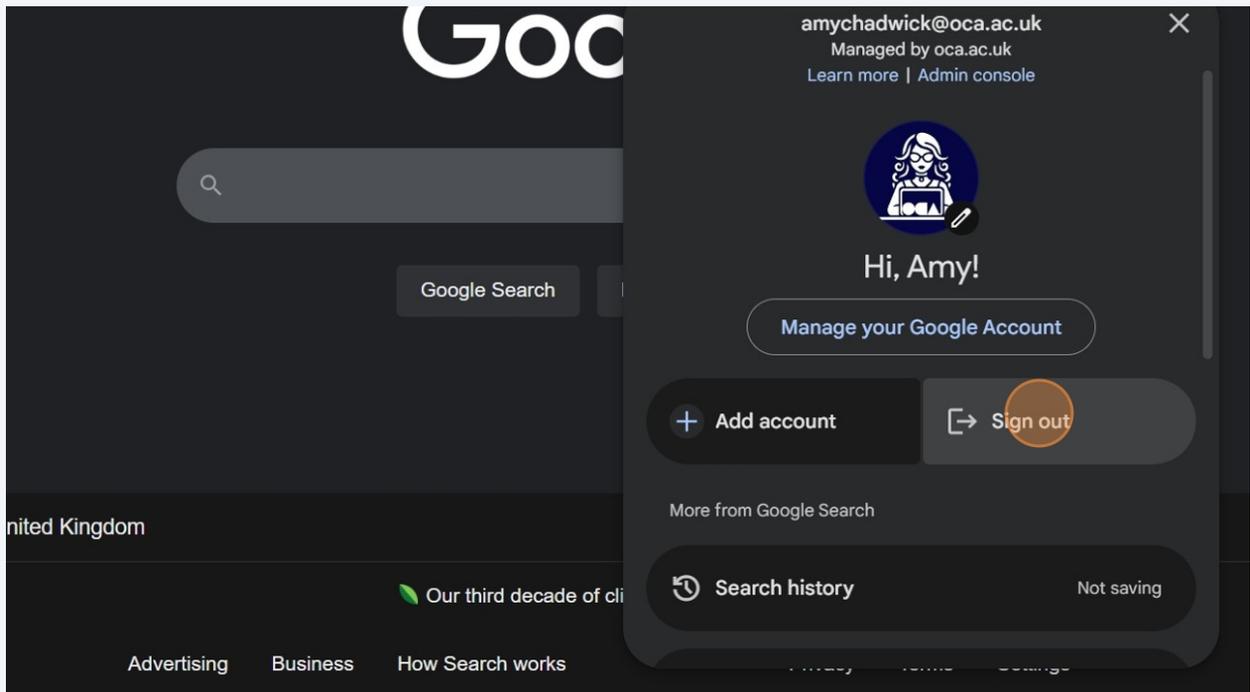
## Signing Out of your personal Google Account

1 Navigate to <https://www.google.co.uk/>.

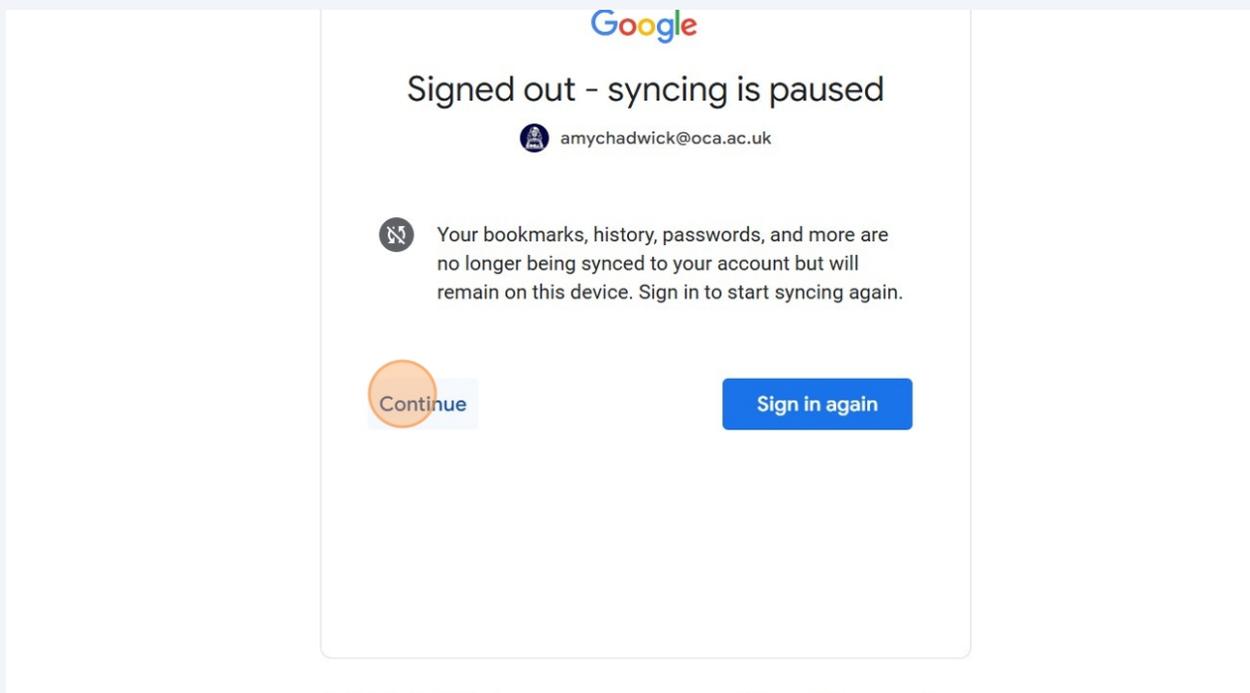
2 Click the **profile picture** (the circular icon that will usually contain the first letter of your name).



3 Click **'Sign out'**.



4 Click **'Continue'** to confirm that account syncing will be paused.



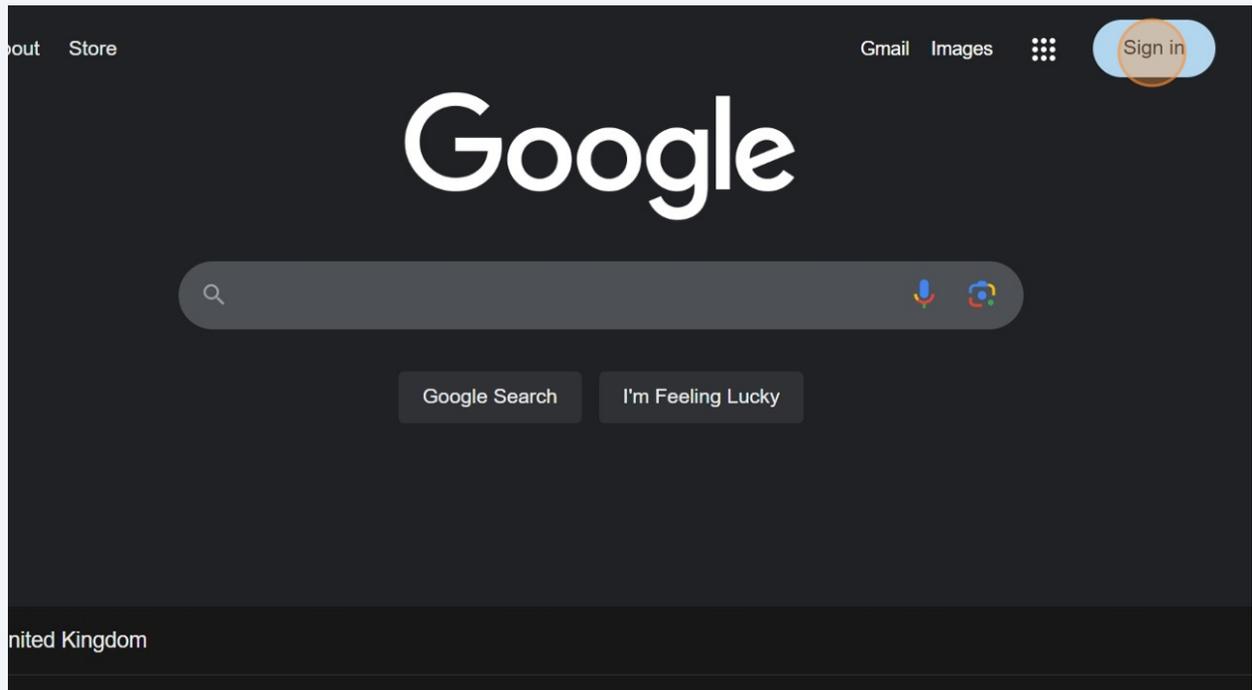


You are now successfully signed out and can continue with the sign in process.

## Signing in with your OCA Email Address

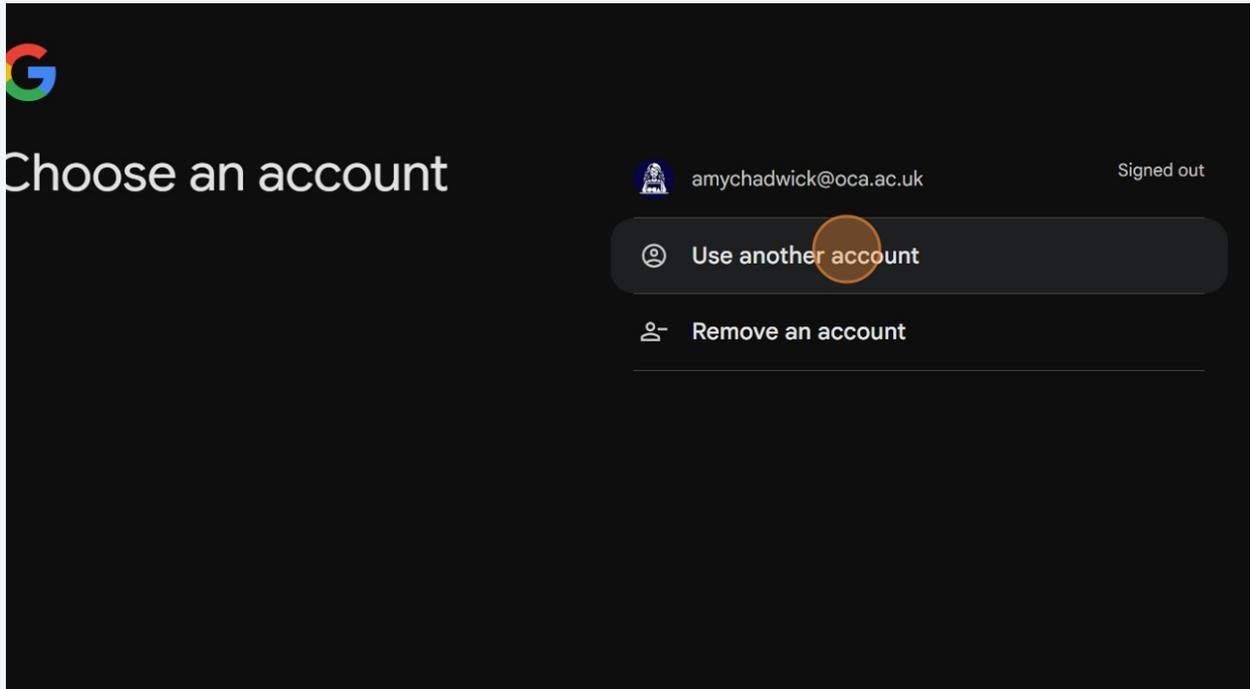
5

Click '**Sign in**'.



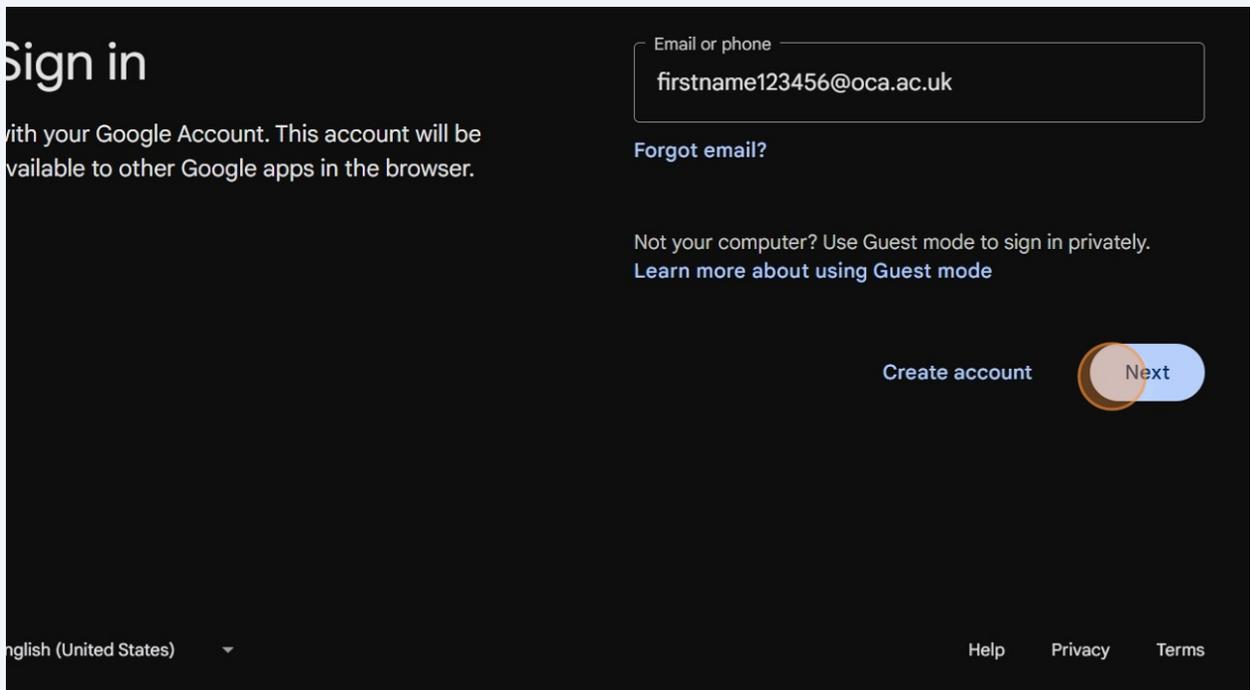
6

Select '**Use another account**' if you were previously signed in with a personal email address. If this is your first time signing in, skip to **Step 7**.



7

Enter your OCA email address into the '**Email or phone**' field and click '**Next**'.





Your OCA email address will always follow the format 'firstname123456@oca.ac.uk' - the 6 digits are your unique student number.

8 Enter your password and click '**Next**'.

Please note that new students can find their password in the initial OCA Welcome Email, whereas returning students should enter their most recent password.

Contact [techsupport@oca.ac.uk](mailto:techsupport@oca.ac.uk) if you require a password reset.

Google logo

# Welcome

amyhadwick@oca.ac.uk

Enter your password

Show password

Forgot password? [Next](#)



If this is your first time signing in with your OCA email address, you will be prompted to change your password to something more memorable.