

### **What to do if you are having trouble accessing the form.**

This means you are logged into your personal email account. You MUST be logged in with your UW google account to access the form.

#### **Steps:**

1. Confirm that you have set up your UW google account. Go to [mail.google.com/a/uw.edu](mailto:mail.google.com/a/uw.edu)
  - a. If it takes you to your UW email, you are all set
  - b. If it does not, please set up your Google email
2. click the “Switch accounts” button
3. Select “Sign into another account” on the next page
4. You should be on another sign in page. Here type your netid email. Ex- [kash@uw.edu](mailto:kash@uw.edu)
5. This will take you to the MyUW login. Enter your login information.
6. The next page should say “Choose an account to use with Google Drive” and have your personal email and your UW email as options. Select your UW email and click continue. You should now be at the form. If you are not, please try using an in-private browser.

If you are still having issues, please review UW IT’s website: <https://itconnect.uw.edu/connect/email/google-apps/getting-started/>