



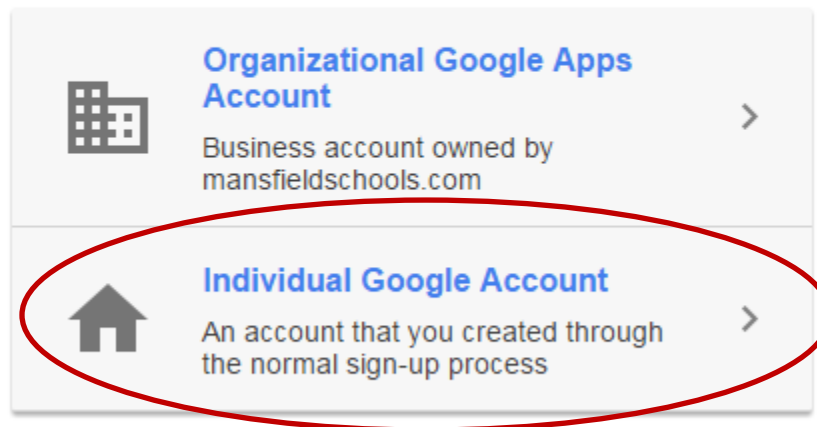
Merging an Individual and Organizational Account

If you created a personal Google account using your Mansfield Schools email address, you will have a conflict with the organizational Google account we have created for you using the same Mansfield Schools email address. If you get a conflict message when you attempt to log into your school issued Google account, follow the steps below to resolve.

Step 1: Log into your Google Account using your Mansfield Schools email address

Step 2: You will receive a message indicating that there are two existing Google accounts for the email address you entered. Click on **Individual Google Account**

There are two existing Google Accounts for lori.letendre@mansfieldschools.com. Which account do you want to use?



[Learn more](#)

Step 3: Enter the password you created for your **Personal** Google account. Please note: this is a password you created. If you do not know what the password is, you will need to click the Forgot Password link and resolve your password issue on your own. The technology department cannot reset your **personal** Google password.

Step 4: When you have finished reading through the instructions presented on the next screen, click the Get Started button.

Google Accounts

An update to your account is required

You are currently signed in to the personal Google Account for lori.letendre@mansfieldschools.com. "Personal" means this account and its data are owned by you.

You may not realize it, but you also have an organizational Google Apps account managed by mansfieldschools.com with the same address. **Two completely different accounts are using the lori.letendre@mansfieldschools.com address.**

[More about conflicting accounts](#) - [Video: How conflicting accounts occur](#)

Don't worry. The data in both accounts is safe. However, **Google needs your help to update your account.**

[+ Compare your accounts](#)



How does this work?

- 1 You tell us which data belongs in your organization's account.
- 2 You select a different email address for your personal account.



What's the benefit? Separating your accounts helps ensure the privacy of your personal data, and puts data that belongs to your organization in the lori.letendre@mansfieldschools.com account reserved for mansfieldschools.com.



Why now? Many more products are now available in organizations' Google Apps accounts. As a result, mansfieldschools.com accounts have changed, and a side effect is that personal and organizational accounts for mansfieldschools.com can no longer overlap.

In most cases, account updating takes just a few minutes.

[Get started »](#)

[Do this later](#)

Google [recommends](#) you update your account as soon as possible.

Step 5: Google presents you with two steps in the Account Update Checklist. It is **recommended** that you skip step 1 at this point and proceed to step 2 by clicking **Next** at the bottom of the screen to remove the account conflict. Doing so will prompt you to create a new name for your personal account (i.e. yourname@gmail.com instead of @mansfieldschools.com). All of your data will remain in your personal account after renaming it and you move data from your personal account to your organizational account at a later date.

Click the Next button to select a new address for your personal account



An update to your account is required

You are currently signed in to the personal Google Account for lori.letendre@mansfieldschools.com. "Personal" means this account and its data are owned by you.

That address is now reserved for use by mansfieldschools.com. You need to take action. [Why?](#)


[Video: How conflicting accounts occur](#)

[+ Compare your accounts](#)

Account update checklist

- 1 Tell us which data belongs in your organization's account.
Recommended
Not yet started
- 2 Select a different address for your personal Google Account.
Required - [Why?](#)

[+ Frequently asked questions](#)



If you use products on behalf of mansfieldschools.com, **and want to continue using them with the lori.letendre@mansfieldschools.com address**, move the related data from the personal account into the organizational account managed by mansfieldschools.com. [Learn more](#)

[Move data to your organization's account »](#)

You can do this later, but you'll probably find it easier to move data before renaming the personal account.

If you don't want to move data, click Next to select a different address for your personal Google Account.

[Next »](#)

[Move data to your organization's account »](#)

[Next »](#)

Step 6: Select the type of personal account you want to create and follow the directions provided by Google



An update to your account is required

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That address is now reserved for use by mansfieldschools.com. You need to take action. [Why?](#)


[Video: How conflicting accounts occur](#)

[Compare your accounts](#)

Account update checklist

- 1 Tell us which data belongs in your organization's account.**
Recommended
Not yet started
- 2 Select a different address for your personal Google Account.**
Required - [Why?](#)

[Frequently asked questions](#)



You need to create a new personal account with a different email address. Any data you didn't move in the previous step will be in this personal account. Your password and security settings will remain the same.

Once you select a new address, Google will stop reminding you to update your account. If you wish, you can still [move data](#) into the organizational account managed by mansfieldschools.com.

If you're sharing a personal account with other users, be sure to let them know the new email address.

What kind of account would you like?

An account with Gmail and a new gmail.com address.
Select this option if you want to use Gmail. Unfortunately, we cannot move your data into an account with an existing Gmail address.

An account that uses a non-Google email address you already own.
Select this option if you want Google products but not Gmail.

If you're certain that you don't need the personal account or any of its remaining data, you can [change its password](#) and ignore it in the future.

You will confirm your choice on the next page.

Once you have finished this process, you will have a **personal** account with whatever new name you specified as well as an **organizational** account using your @mansfieldschools.com address.

You can log into your **personal** account at your convenience to share anything you would like, download it to your P drive and later upload it to your mansfieldschools.com Drive account, or use Google Takeout to make a backup of your information