

# Google|Alphabet Account Onboarding Guide

**ATTENTION: DO NOT log into your Google Chromebook with your Partner Domain, Extended Workforce, or ANY other account.**

**All steps to be completed using your Deloitte or personal device**

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## Step 1 - Docusign ECQ & CIAA-COC

**Where can you find this?** Two compliance documents will be sent separately, and simultaneously to your personal email.

**Acknowledge and sign with Docusign ASAP**

- For practitioners in **Mexico, LATAM, and Poland** the CIAA-COC will need to be physically printed out and signed. When filling out the CIAA please be sure to add 'DELOITTE TOUCHE TOHMATSU LIMITED' to the first page.
  - If your name on compliance forms does not match your government ID please notify the [Google Account Support Team](#) immediately for your profile to be resubmitted.
  - Docusign automatically drops your middle name when signing documents.
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## Step 2 - Setup Extended Workforce Account and confirm hardware receipt

**Where can you find this?** An email will be sent to the personal email address that you have provided

**Up to 3 hours** after profile submission, you will be given instructions on how to set up a Google Extended Workforce account.

1. Follow instructions in the email sent to you to setup your Extended Workforce Account
  2. Log in to your account and go to your Extended Workforce Portal
  3. Navigate to the "Confirm Hardware Receipt" task and mark as received
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## Step 3 - ID Verification

**Where can you find this?** *Extended Workforce Portal and Personal Email*

**On your start date**, after your hardware is confirmed, The ID Verification task will become available in your Extended Workforce portal.

1. Log in to your Extended Workforce Account and go to your Extended Workforce Portal
2. Navigate to the "Complete identity verification" task and click on "Complete ID Verify"
3. Follow the on-screen instructions to complete ID verify.

**Only one submission is allowed.** If submission is rejected for any reason please notify [Google Account Support Team](#) to re-onboard your profile.

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## Step 4 - Password Reset and Chromebook Assignment

**Where can you find this?** *Extended Workforce Portal and Personal Email*

After successful completion of ID verification, a **Password Reset Session will automatically be scheduled for you. Please attend this session.** If you are not able to attend, you may schedule an alternative session via the "Set up your password" task in your Extended Workforce Portal.

1. Login to your Extended Workforce Account on your Deloitte or personal device and connect to your password session through the Timely link.
2. Upon successful completion navigate to the [Deloitte|Google Account Fieldglass Operations Request Form](#) and submit a Chromebook Assignment Request

**IDV and Password Reset steps are to be completed within 24 hours of your start date or your profile will be cancelled.**