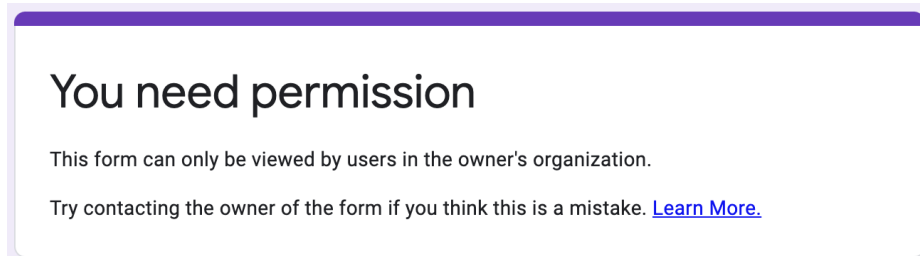**How to log out of a personal google account and log into your
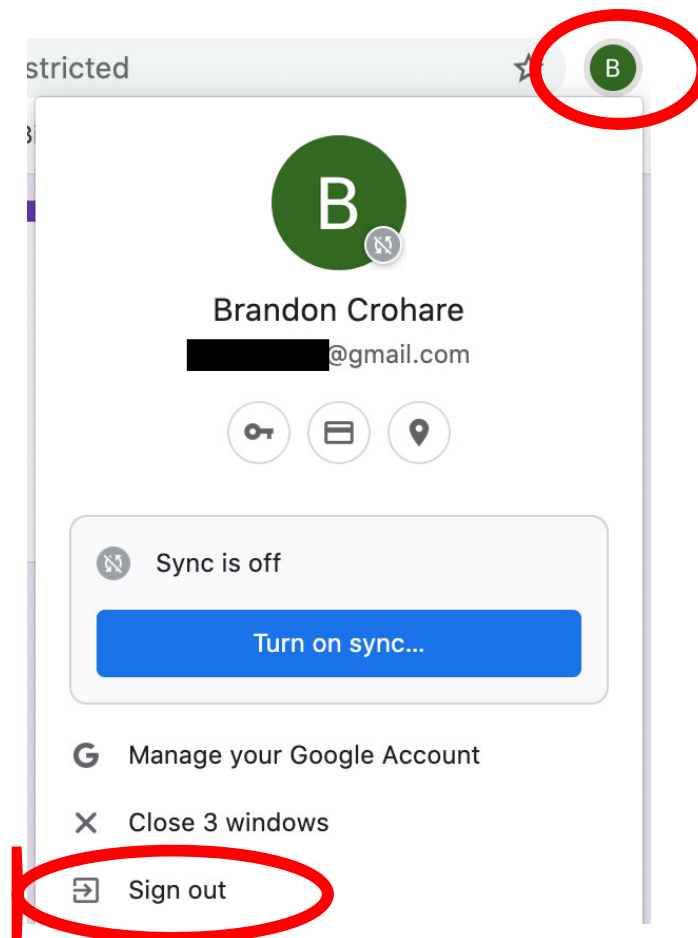4J google account to complete a 4J google survey**

When you see the below message that means you are signed into a personal google account and will need to log out of that account and log into your 4J account.
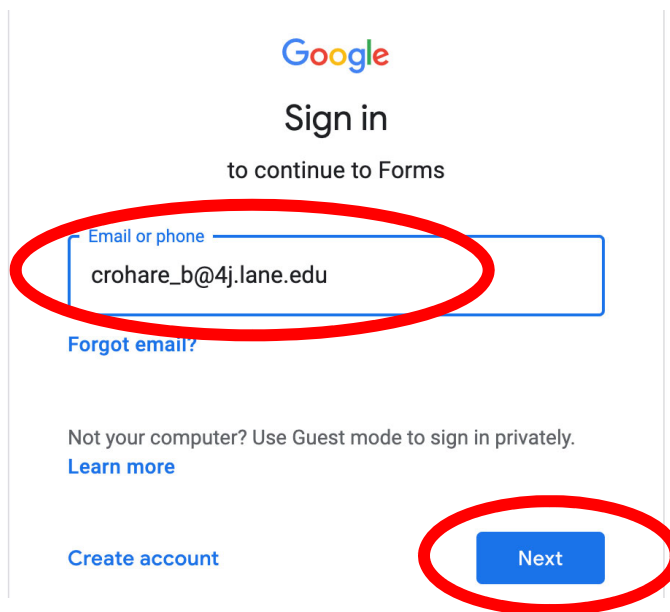

To log out of your personal account and log into your 4J account, do the following:

My name is Brandon so I have a small "B" in the top right corner of my google browser. Click on that small circle and it will show you more options similar to the below screenshot. Click the "sign out" button to log out of your personal google account.

Note I am using google chrome. If you are using a different browser (safari, internet explore, etc.) the button will look a little different but there will be a circle with your first initial in it.

You are now logged out of your personal google account. Re-click the survey link. It will now as you to log into your account. Log in using your 4J email.

A second log in screen will show up on the next screen so you can log into the secure login. Use the first part of your 4J email (minus the "@4j.lane.ed") as your user name and your 4J email password as your password.

Click "login" and it will take you to the survey.