

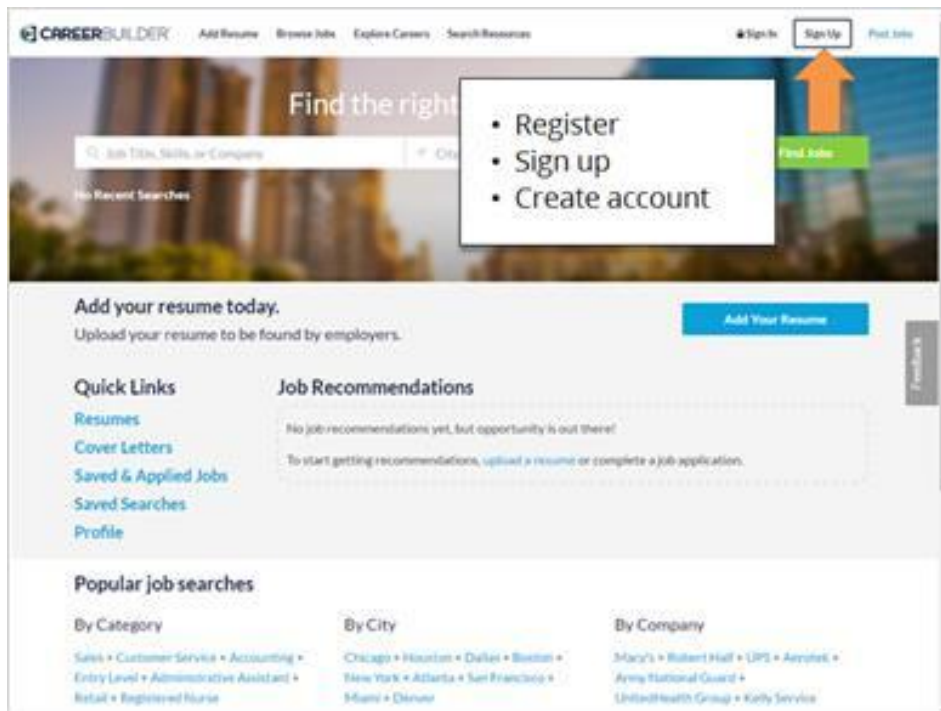
Accounts and Passwords



Hello, I'm Kate and we're here to learn how to set up an account on a website.

Many websites allow you to create a personal account. Your account will have its own username and password. You will use this username and password to sign in to the website. Then, you will have access to your **account's personal information**. **Here are some** common types of websites that might require a personal account.

Today we will follow along with Miguel as he creates an account on a job search website. Click the green button when you are ready to get started.



To create an account, look for a link or button to sign up. This link is often in the top right corner of the website, and may say “Register,” “Sign Up,” or “Create an Account.”

New Users: Sign up now Registered User? Sign in here

* Required field

Account Information

- User ID:
- Email Address:
- Confirm Email Address:
- Create Password:
- Confirm Password:

Contact Information

- Phone:
- Address:

Once you click there, you'll be taken to a registration form. Some of these fields are required, and some of are optional. Most websites mark required fields with an asterisk or star. These fields must be filled in before you can submit the form.

You've clicked both fields!
Now click "Continue"

Continue

* Required field

Account Information

* User ID:

* Email Address:

* Confirm Email Address:

* Create Password

* Confirm Password:

Each account you create will require a username and password. Click on these fields to learn more.

New Users: Sign up now

* Required field

Account Information

* User ID:

* Email Address:

* Confirm Email Address:

* Create Password

* Confirm Password:

Username:

- Must be unique
- Can contain letters and numbers
- Don't include spaces
- Can sometimes include punctuation
- Are not usually case-sensitive

The username or user ID is something unique that identifies you. No two accounts on the same website can have the same username. It can be a challenge to find something that is not already being used by someone else. If Miguel types in just his first name, chances are someone else has already taken it. He can try adding his last name, an initial, or a few numbers until he finds something unique.

Most usernames cannot contain spaces, but you can use punctuation like periods or dashes instead. Most of the time, usernames are not case-sensitive so it doesn't matter whether they are typed in uppercase or lowercase. However, a few websites do use case-sensitive usernames. **Some websites don't have a separate user ID, and identify your account by using your email address instead.**

New Users: Sign up now Registered User? Sign in here >>

* Required field

Account Information

- User ID: ✓
- Email Address: ✓
- Confirm Email Address: ✓
- Create Password: ✓
- Confirm Password:

Contact Information

Phone:

Address:

Passwords:

- Are private
- Can include numbers, uppercase and lowercase letters, symbols, and punctuation

Must be at least 8 characters and contain the following: at least one uppercase and lowercase letter and one numeric character.

Passwords are the secret key that unlocks your account. They should be kept private. When you type in your password, it is hidden by these **symbols so no one can see what you're typing**. Passwords can usually include numbers, uppercase and lowercase letters, and symbols like punctuation. Using a combination of these will make your password more secure and harder for someone to guess.

Many websites have requirements for password. This one must be at least eight characters long, and contain at least one uppercase letter, one lowercase letter, and one number. Each website can set their own **requirements for password. If your first try isn't accepted, try adding a capital letter, number, or symbol, or make the password longer.**

Registered User? [Sign In Here](#)

New Users: Sign up now

* Required field

Account Information

User ID:
 ✓

Email Address:
 ✓

Confirm Email Address:
 ✓

Create Password:
 ✓

Confirm Password:
 ✓

Contact Information

Phone:

Address:

Passwords:

- Are private
- Can include numbers, uppercase and lowercase letters, symbols, and punctuation
- Are "Case Sensitive"

Passwords are case-sensitive. That means that it makes a difference a letter is uppercase or lowercase. If you capitalize a letter when you choose your password, you must capitalize it the same way every time you type it. This form asks you to type the password **twice to ensure that you don't** make a mistake. These fields must be exactly the same in order for the form to be submitted. If you make a mistake, you will receive an error message.

Registered User? [Sign in here](#) >>

New Users: Sign up now

* Required field

Account Information

User ID:
 ✓

Email Address:
 ✓

Confirm Email Address:
 ✓

Create Password:
 ✓

Confirm Password:
 ✓

Contact Information

Phone:

Address:

Passwords:

- Are private
- Can include numbers, uppercase and lowercase letters, symbols, and punctuation
- Are "Case Sensitive"
- Should be kept in a safe place until they are memorized
- Are needed to access any online account

[Continue](#)

After choosing a username and password, make sure you write it down and keep it in a safe place until you have it memorized. You will need this information anytime you access your account on the website.



Some websites also ask you to set security questions. When this happens, you can choose a question from the list and then type in your answer. Security questions can sometimes be used to gain access your account in case you lose your password.



At the end of the form, Miguel is asked to type in these letters called a Captcha. This is to make sure that he is a real person and not a computer program attempting to sign up for a fake account. If you find the captcha hard to read, you can try several times. Pressing the refresh arrow will give you a different Captcha. You can also click [here](#) to listen to an audio version.



Now that we've seen how to set up an account, let's look at how to log in.