

# Accounts and Passwords Lesson 1

## 1. Select template

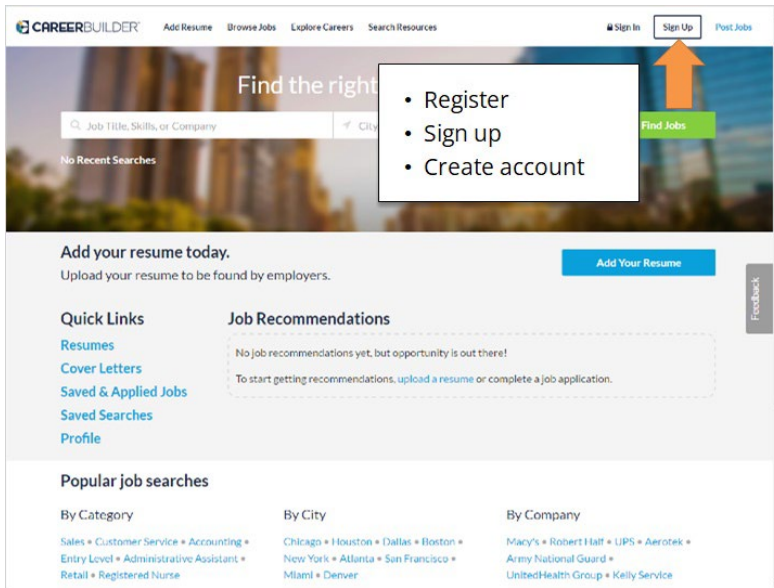
### 1.1 Untitled Slide



#### Notes:

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'll 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.

## 1.2 Untitled Slide



### Notes:

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 account**.

## 1.3 Untitled Slide

The screenshot shows a registration form titled 'New Users: Sign up now'. In the top right corner, there is a link: 'Registered User? sign in here >>'. The form is divided into two main sections, both outlined in orange:

**Account Information**

- \* Required field
- User ID:
- Email Address:
- Confirm Email Address:
- Create Password:
- Confirm Password:

**Contact Information**

- Phone:
- Address:

**Notes:**

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

**1.4 Menu**

The image shows a registration form with the following elements:

- An orange message box at the top left containing the text: "You've clicked both fields! Now click 'Continue'" and a small red asterisk icon with the text "Required field" below it.
- A green "Continue" button at the top right.
- A section titled "Account Information" containing several input fields, each with a red asterisk indicating it is required:
  - "\* User ID:" followed by a text input field, which is highlighted with an orange border.
  - "\* Email Address:" followed by a text input field.
  - "\* Confirm Email Address:" followed by a text input field.
  - "\* Create Password" followed by a text input field, which is highlighted with an orange border.
  - "\* Confirm Password:" followed by a text input field, which is also highlighted with an orange border.

**Notes:**

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

## 1.5 Username

### New Users: Sign up now

\* Required field

#### Account Information

\* User ID:

\* Email Address:

\* Confirm Email Address:

\* Create Password

\* Confirm Password:

**Continue**

**Username:**

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

### Notes:

The username, or UserID, 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 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 your email address instead.

## 1.6 Password

The image shows a registration form titled "New Users: Sign up now" with a link for "Registered User? Sign in here >>". The form is divided into "Account Information" and "Contact Information" sections. The "Account Information" section includes fields for "User ID", "Email Address", "Confirm Email Address", "Create Password", and "Confirm Password". The "Create Password" field is highlighted with an orange box. A blue callout box points to this field with the text: "Must be at least 8 characters and contain the following: at least one uppercase and lowercase letter and one numeric character." Another blue callout box points to the "Create Password" and "Confirm Password" fields with the text: "Passwords: • Are private • Can include numbers, uppercase and lowercase letters, symbols, and punctuation". Green checkmarks are visible next to the "User ID", "Email Address", "Confirm Email Address", and "Create Password" fields. The "Contact Information" section includes fields for "Phone:" and "Address:".

### Notes:

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 and punctuation. Using a combination of these will make your password more secure and harder for someone to guess. Many websites have requirements for passwords. 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 passwords. If your first try isn't accepted, try adding in a capital letter, number, or symbol, or make the password longer.

## 1.7 Password 2

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:

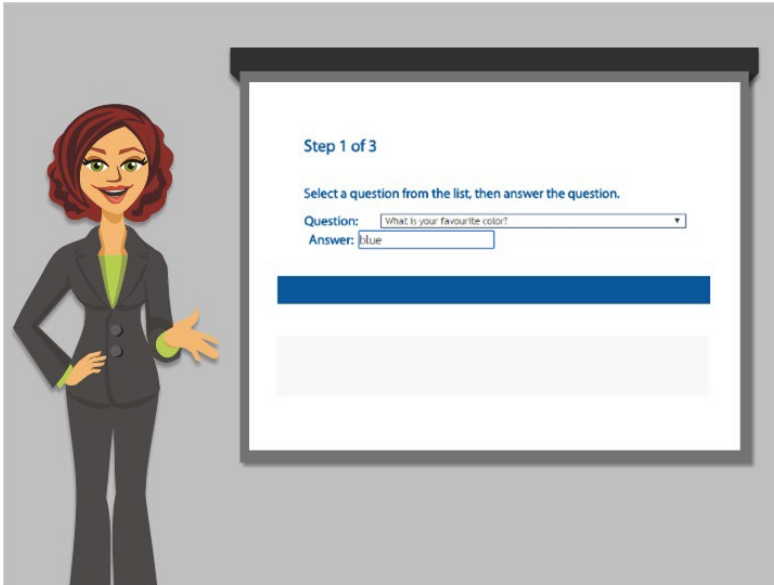
**Passwords:**

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

### Notes:

Passwords are **Case Sensitive**. This means that it makes a difference if a letter is uppercase or lowercase. If you capitalize a letter when you chose 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.

## 1.8 Untitled Slide

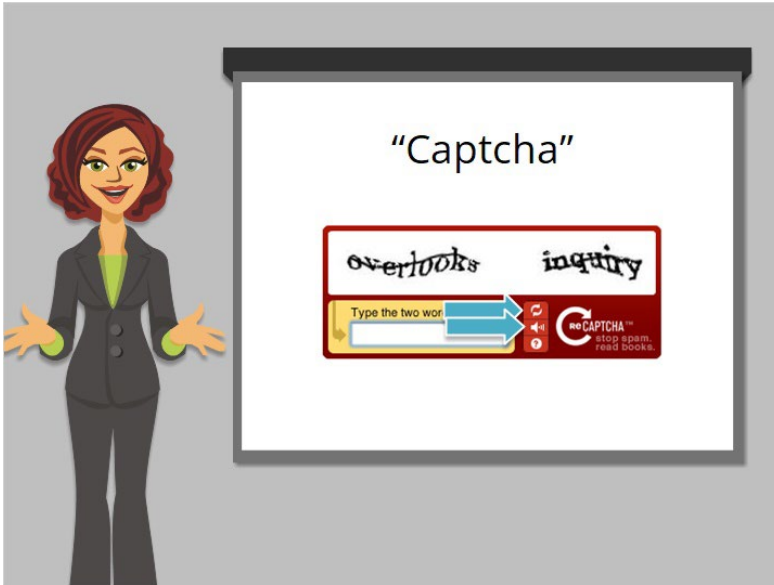


### Notes:

Some websites also ask you to set security questions. When this happens, you can choose a question from a list, and then type in your answer.

Security questions can sometimes be used to gain access to your account if you lose your password.

## 1.9 Untitled Slide

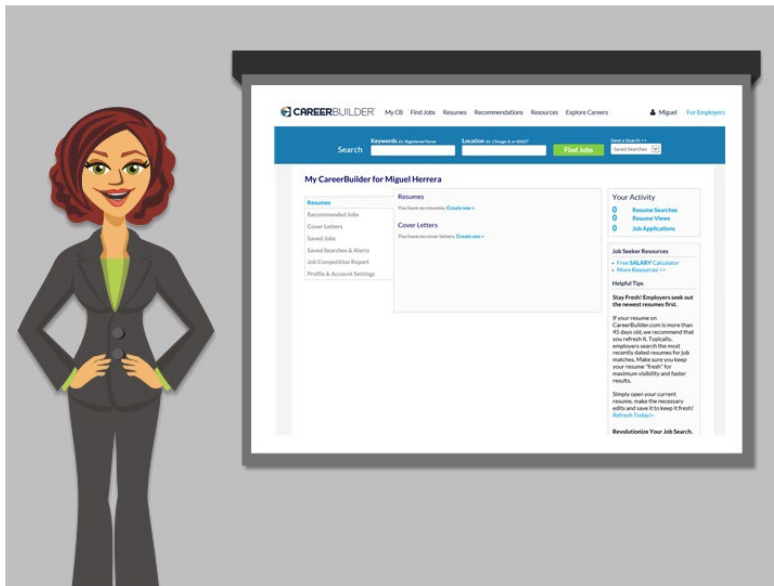


### Notes:

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.



## 1.10 Untitled Slide



### Notes:

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

## 1.11 Password 3

**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
- Are "Case Sensitive"
- Should be kept in a safe place until they are memorized
- Are needed to access any online account

**Continue**

### Notes:

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 any time you access your account on the website.