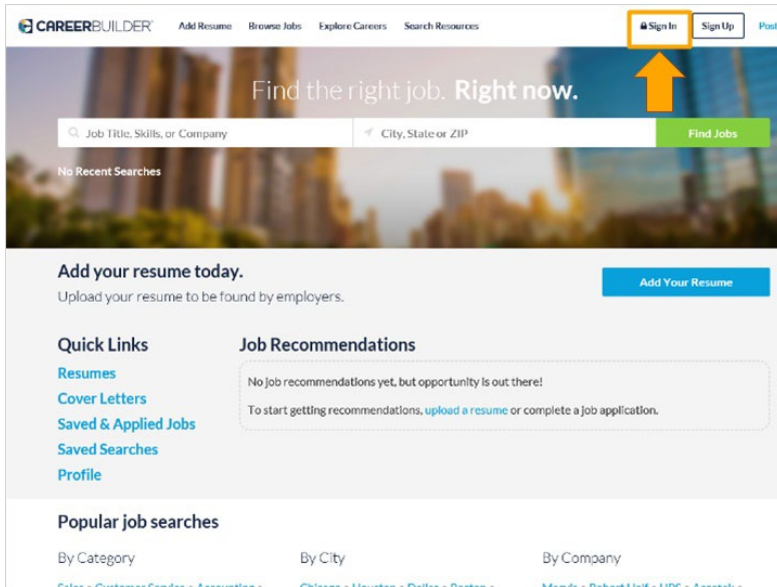


# Accounts\_and\_Passwords\_Lesson\_2

## 1. Select template

### 1.1 Untitled Slide



#### Notes:

Once you have created an account on a website, you can access your account by logging in, which is also called signing in.

To sign in to your account, look for a link or button in the top right corner of the website.

## 1.2 Untitled Slide

The screenshot shows the CareerBuilder website's sign-in and sign-up interface. At the top, there is a navigation bar with the CareerBuilder logo and links for 'My CB', 'Find Jobs', 'Resumes', 'Recommendations', 'Resources', 'Explore Careers', 'Sign in', 'Sign Up', and 'For Employers'. Below the navigation bar, there are two main sections: 'Sign In Options' and 'Create An Account'. The 'Sign In Options' section includes social media login buttons for Facebook and Google+, a note that CareerBuilder will never post content to social pages, an 'OR' separator, and input fields for 'Email' (containing 'mlguelth@yahoo.com') and 'Password' (masked with dots). There is a 'Remember Me' checkbox and a 'Sign in' button. A 'Forgot password?' link is also present. The 'Create An Account' section lists benefits of a free account, such as uploading up to three resumes and cover letters, seeing when applications are viewed, knowing when a company finds your resume, viewing competition for each job, and saving time with the Quick Apply tool. It includes a 'Start building your career today!' message and a 'Sign Up' button. Below these sections is a 'Need Help? HELP CENTER' section with links for Job Seekers, Employers, Legal, CareerBuilder, and Social.

### Notes:

To sign in, you'll need to type in either a username or email address, and a password. Make sure they are spelled and capitalized correctly.

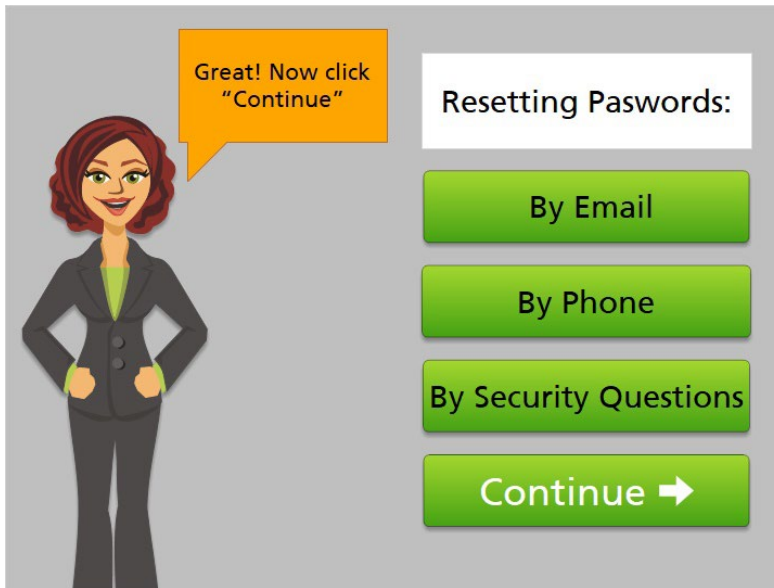
## 1.3 Untitled Slide

This screenshot is identical to the one in slide 1.2, showing the CareerBuilder sign-in and sign-up page. However, a yellow arrow points to the 'Forgot password?' link located below the 'Sign in' button in the 'Sign In Options' section.

### Notes:

If you've forgotten your password, or if your password isn't working, there are often several ways to reset the password.  
Miguel can click on the link "Forgot Password" to see what his choices are.

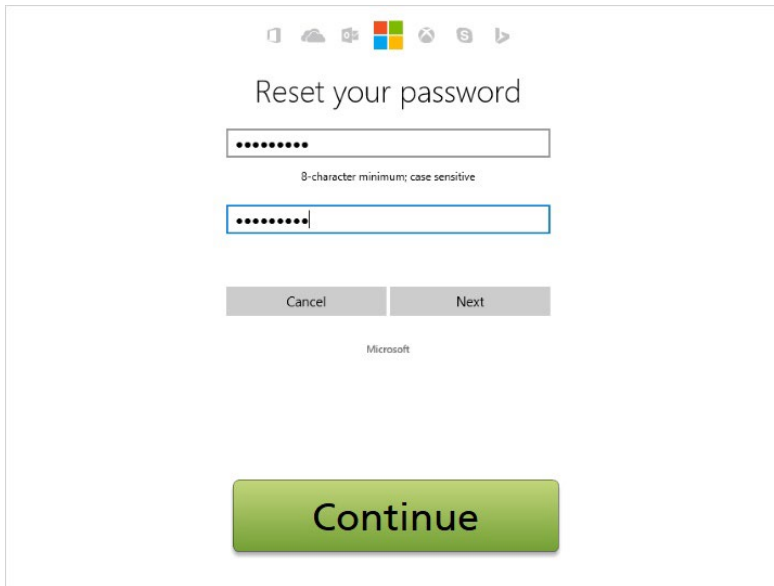
### 1.4 Untitled Slide



**Notes:**

Depending on the website, you may have different choices for resetting your password. Click on each option to learn more.

## 1.5 Reset Email



Reset your password

.....

8-character minimum; case sensitive

.....

Cancel Next

Microsoft

Continue

### Notes:

To reset your password by email, you must be able to access to the email address associated with your account. [pause]

When you select this option, an email message will be sent to that email address. [pause] Miguel logs into his email to find a new message.

The message usually contains a link or a code to reset your password. [pause] Follow the instructions in the email message to choose a new password.

## 1.6 Reset Phone

We've signed you in  
Let's secure your account with a new password

.....

.....

show password

Continue

Continue

## 1.7 Reset Security Questions

FAQ Log In

### Identity Verification System

Forgot your password? Follow the steps below to verify your identity. Once your identity has been verified, you'll be able to reset your password.

#### Set New Password

New Password:

Confirm Password:

Next >

Continue

## 1.8 Untitled Slide

Submit a question to our service team.

Please Note: Responses can take 24-48 hours

Email Address \*

First Name \* Last Name \*

Phone

Region \*

North America

Country \*

United States

Street Address

City \*

State

Delaware

Zip Code \*

Previous Two Employers \*

Category \*

Describe your issue or question \*

Attach Documents

Browse...

Continue...

Notes:

## 1.9 Type the password and click "Sign In"

(Text Entry, 10 points, unlimited attempts permitted)

Type the password and click "Sign In"

Sign In

migueldh@yahoo.com

Password

[Forgot your username or password?](#)

Sign In

Account Info:

UserID:  
migueldh@yahoo.com

Password:  
Dalmation\$2

Oops! Please enter the password and try again.

**1.10 Untitled Slide**



**Notes:**