

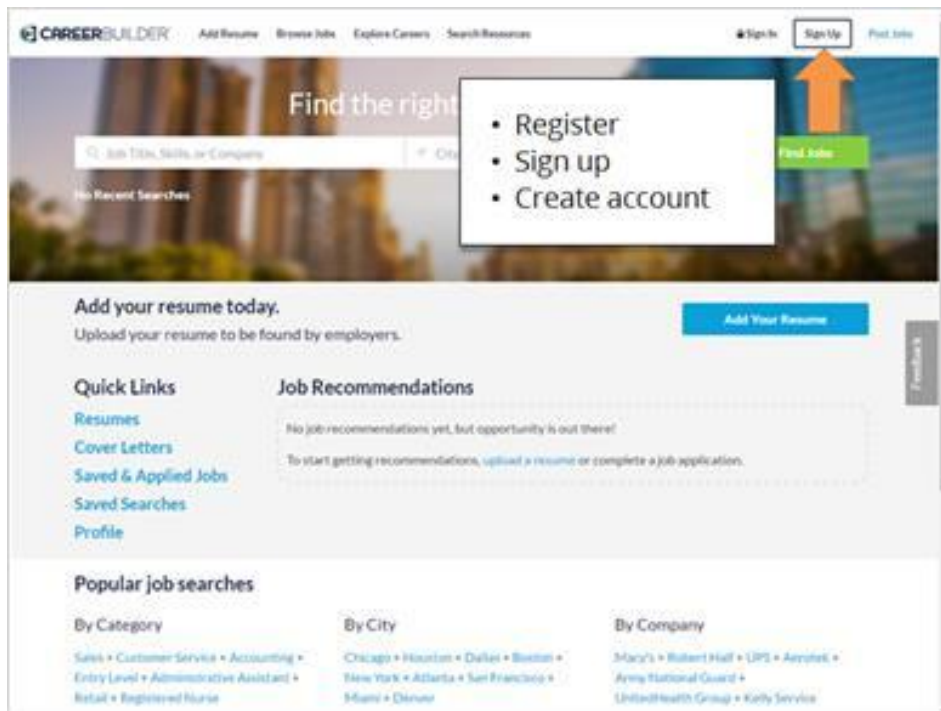
Accounts and Passwords



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

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.

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"

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.

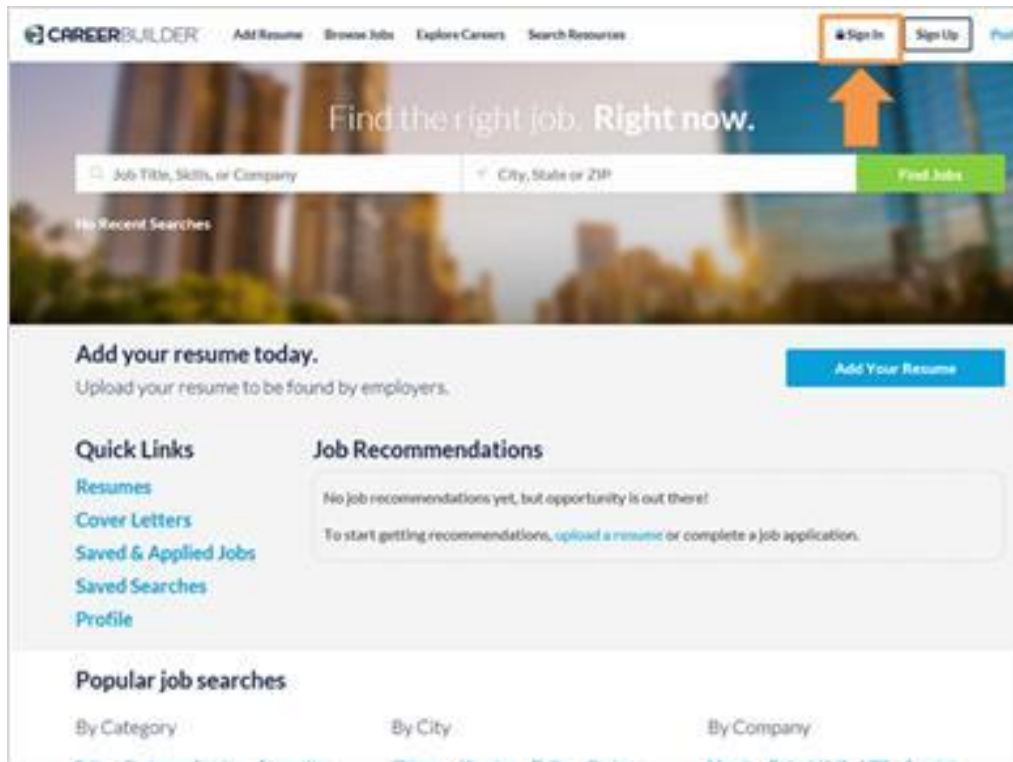


At the end of the form, Miguel is asked to type in these letters called a Captcha. This is to make sure that he is a real person and not a computer program attempting to sign up for a fake account. If you find the captcha hard to read, you can try several times. Pressing the refresh arrow will give you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

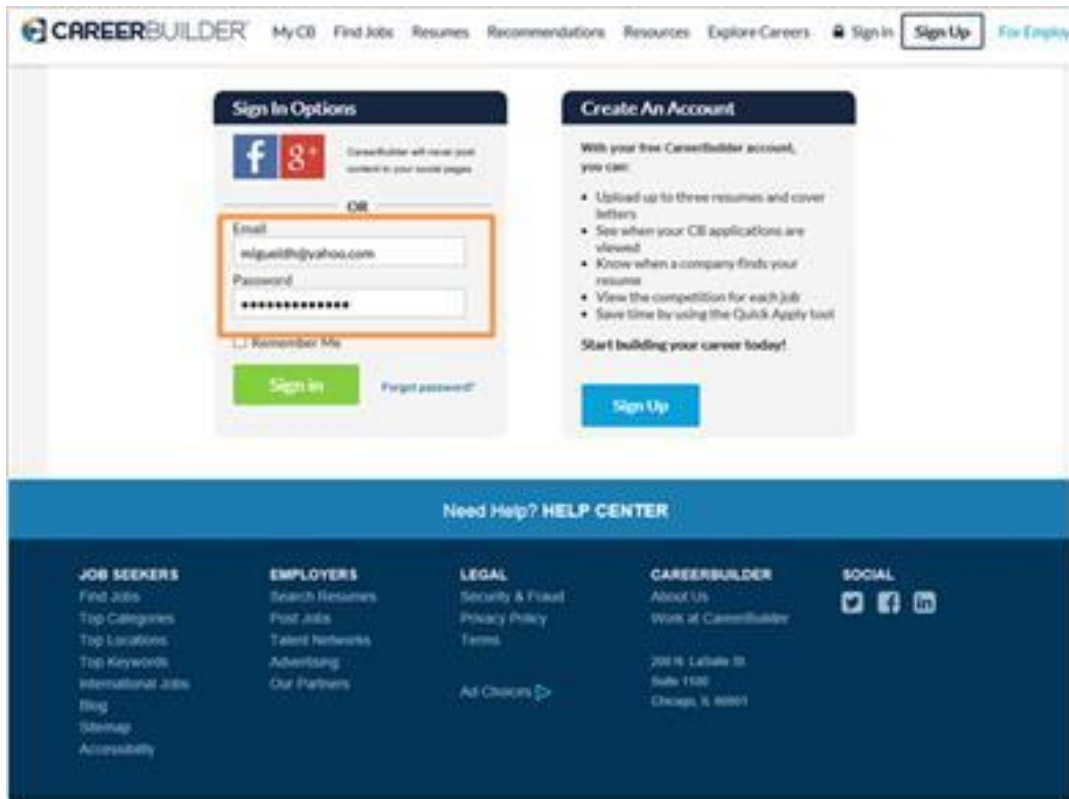


Now that we've seen how to set up an account, let's look at how to log in.

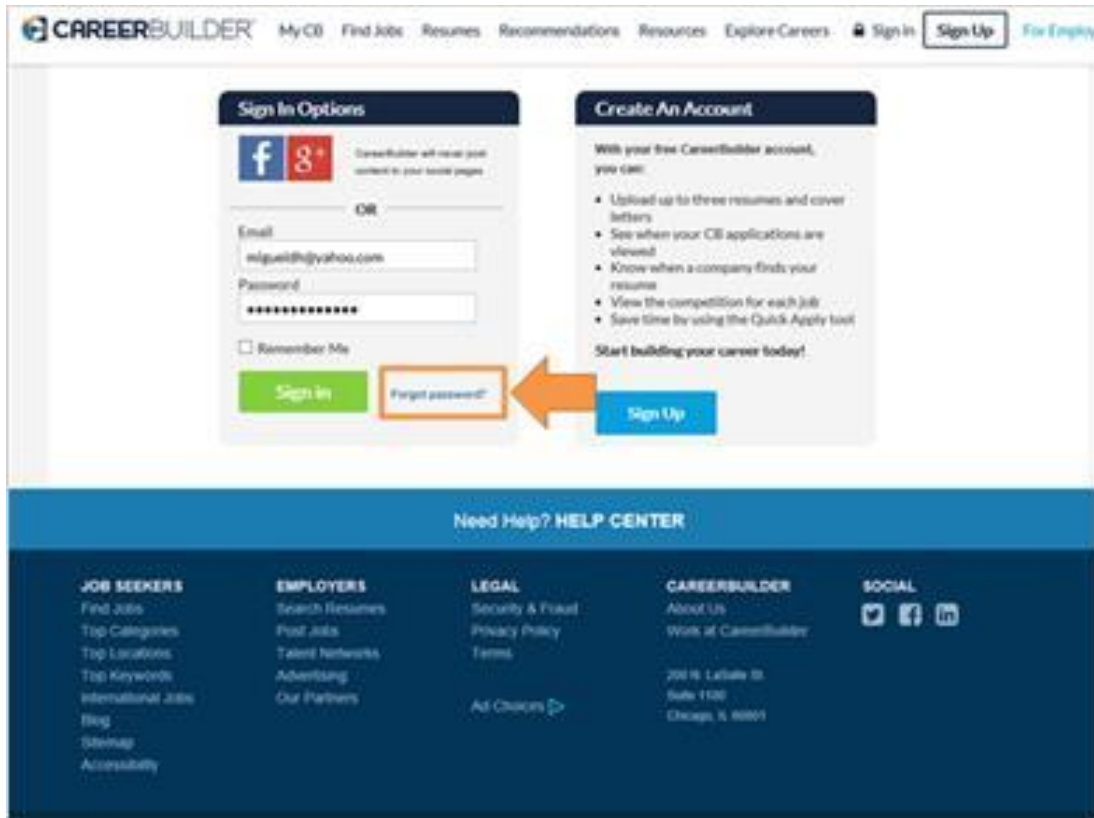
Logging In and Recovering Passwords



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.



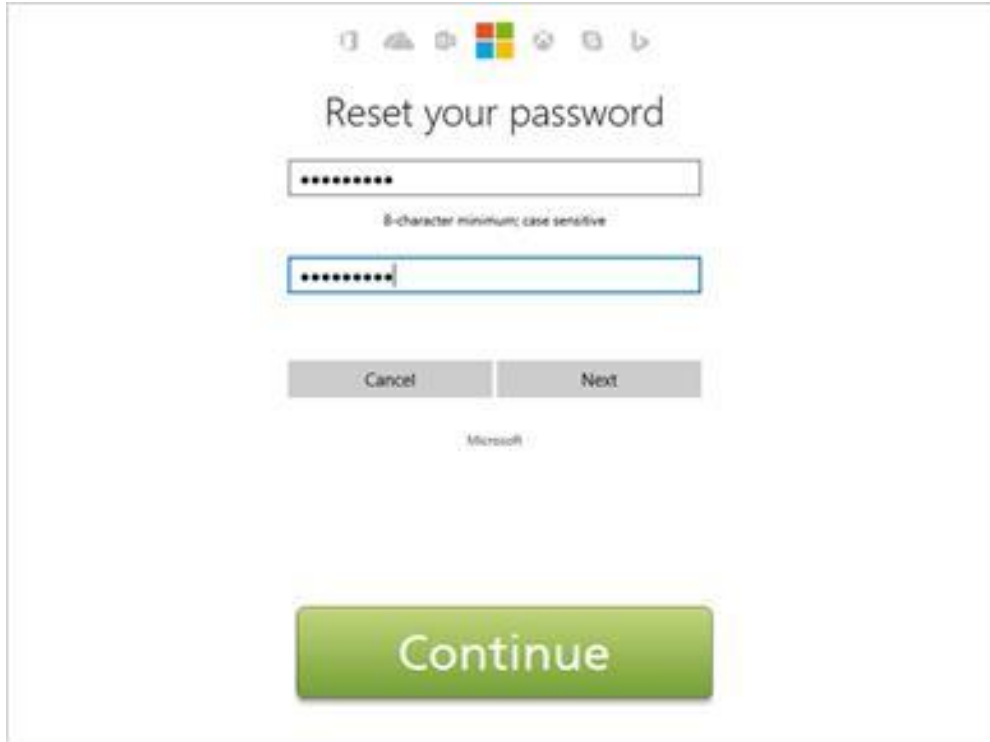
To sign in, you'll need to type in a username or email address and a password. Make sure they are spelled and capitalized correctly.



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



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



To reset your password by email, you must be able to access the email address associated with your account. When you select this option, an email message will be sent to that email address.

Miguel logs in to his email to find a new message. The message usually contains a link or code to reset your password. Follow the instructions in the email message to choose a new password.

The screenshot shows a web interface for password reset. At the top, it says "We've signed you in" and "Let's secure your account with a new password". Below this are two input fields for a new password, both containing seven asterisks. To the right of the second field is a checkbox labeled "show password". Below the input fields is a small blue button with the text "Continue". At the bottom center of the screen is a large, prominent green button with the text "Continue".

To reset a password by phone, you must have access to the phone number associated with the account. Then the website will either send a text message with a code or call the phone with an automated voice message reading a code. Type that code into the box on the website. This verifies that you are really the owner of the account. Then choose a few password.

FAQ Log In

Identity Verification System

Forget 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

Sometimes you can reset a password by answering your security questions. These questions were selected when you originally set up your account. Your answers must be exactly the same as your original answers for this to work. Next, choose a new password.

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

Choose...

Continue...

If none of these methods work you may have to contact the company that you have an account with. For example you might do this if you no longer have access to the email or phone number associated with your account.

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.

Can you help Miguel log into this account? Type the password and click sign in.

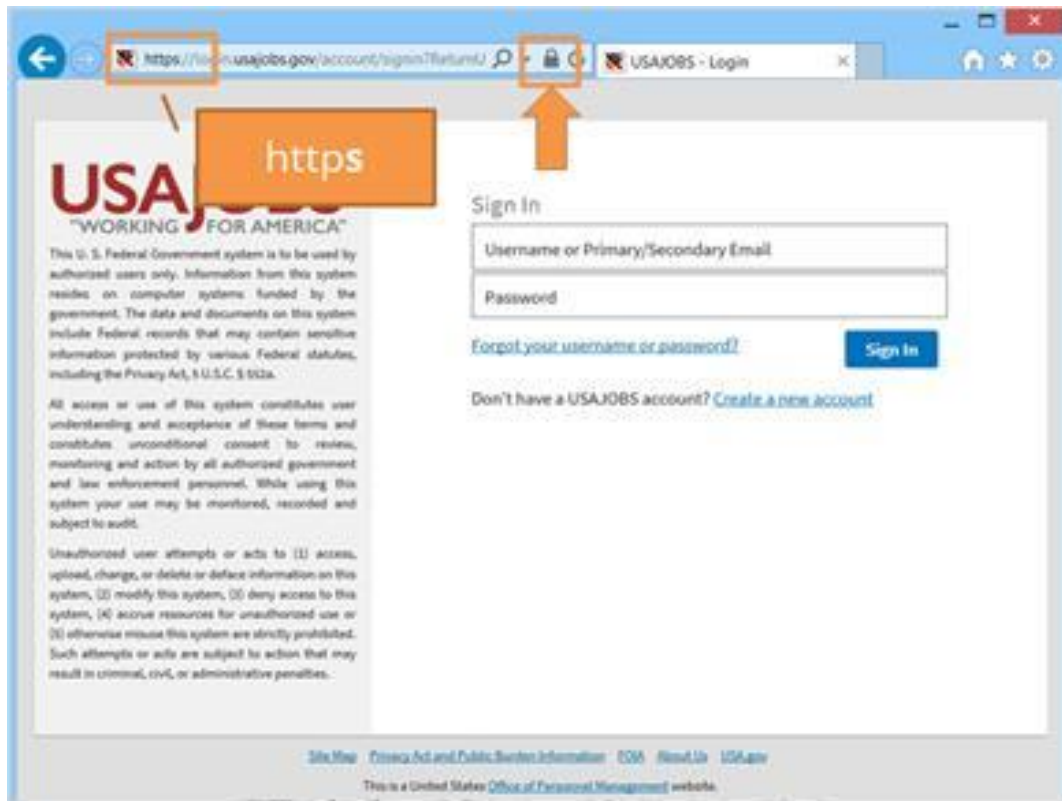


Good job! Now Miguel can access his account on this website.

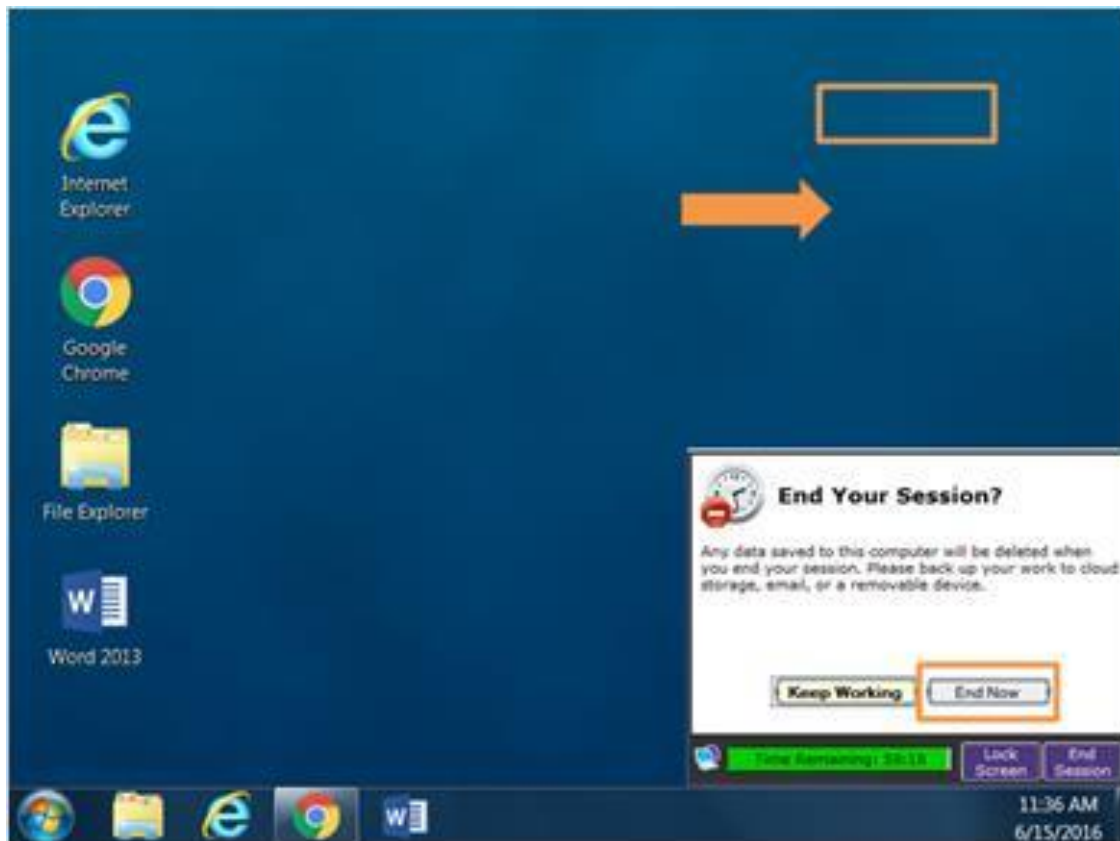
Keeping Accounts Secure



It's important to keep your account secure on any website. If one of your accounts is compromised it could be used to send spam, make purchases, or increase your security risks online. If someone gains access to your email account it could potentially be used to access other accounts as well. In this lesson, we'll learn how to keep the logins and passwords for your account secure.



First check that the website is secure before logging in. On the login page, look at the address bar at the top the website. The address should start **with a HTTPS**. You'll also see a padlock. If the padlock is not there the website is not fully protecting your password information. Use a different website as possible.



If you're using a shared computer remember to log out or sign out if your account after are you are done. This is usually done by clicking the link or button in the top right **corner of the website**. If you're using a library computer you will also want to log out of your session on the public computer when you're done.



One of the most important things you can do to keep your account secure is to choose a strong password or one that is hard to guess. What makes a strong password? You can make the passwords longer include lowercase **letters, numbers, and symbols**. **Don't include** common words or personal information like your address or name.

Also it's a good idea to change your password occasionally, and don't use the same password on every website. If you think your computer has had a virus or one of your accounts was broken into you should choose a new password.

Which of these passwords is the most secure?

51MapleStreet

blues123

Miguelherrera90!

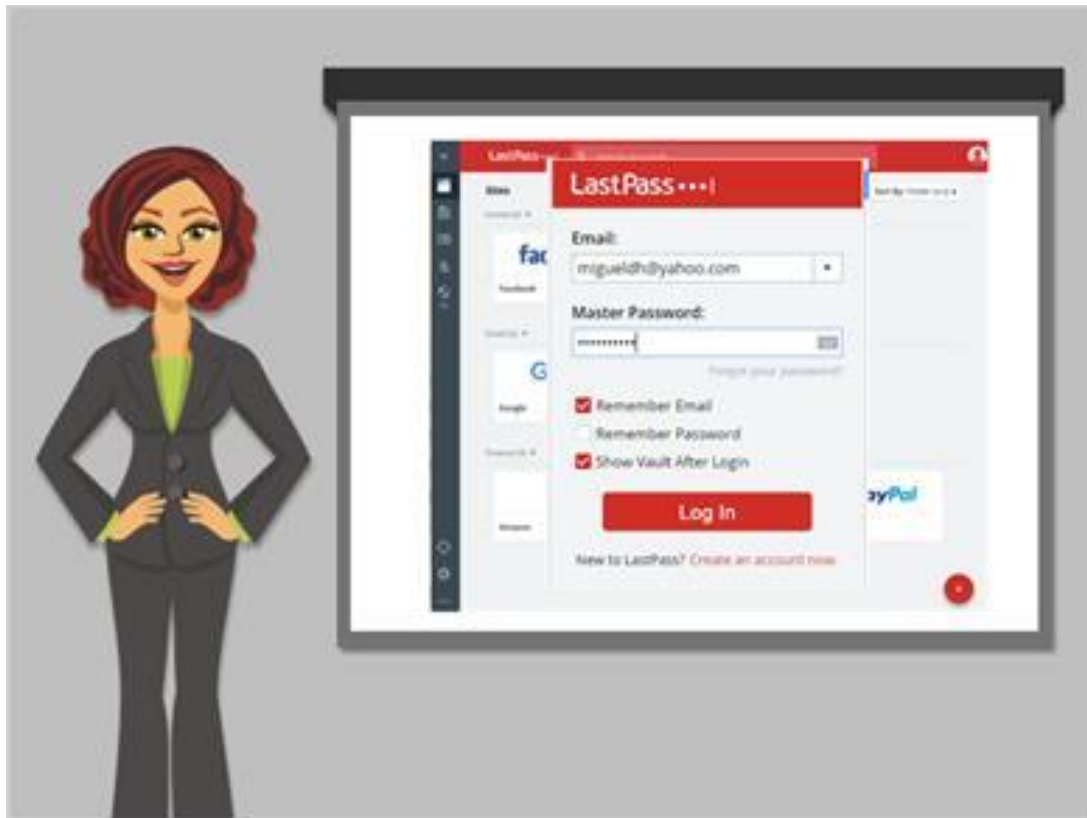
PiedPiper#23

Submit

Which of these passwords is the most secure?

1. 51MapleStreet
2. blues123
3. Miguelheurrera90!
4. PiedPiper#23

The correct answer is PiedPiper#23.



If you've use the Internet for very long you may accumulate many different accounts on many different websites. Your usernames and passwords may be different on each site so it can be a challenge to remember them. There are several options for keeping track of your passwords. You could choose to write them down in a notebook. If you do this, make sure to store the notebook in a safe and secure place. You may also choose to use a secure password management app or program that can help keep track of passwords. These programs are usually unlocked with a single master password and then display a list of all your passwords.



Now that we've seen how to create accounts and keep them secure, you can try creating your own usernames and passwords on the websites that you use.