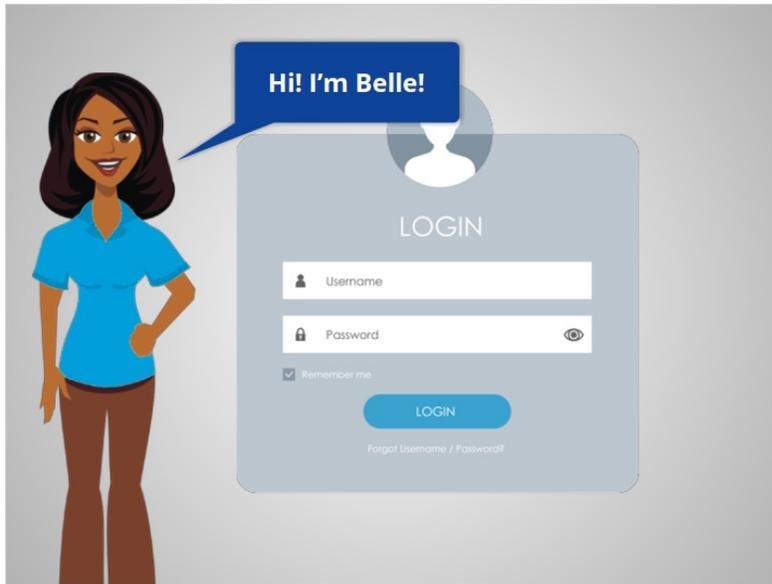


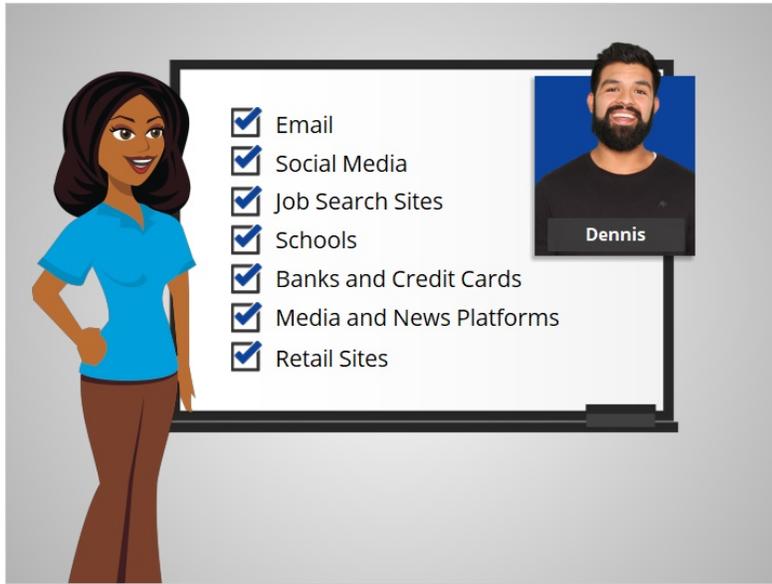
# Accounts and Passwords

## Creating a New Account



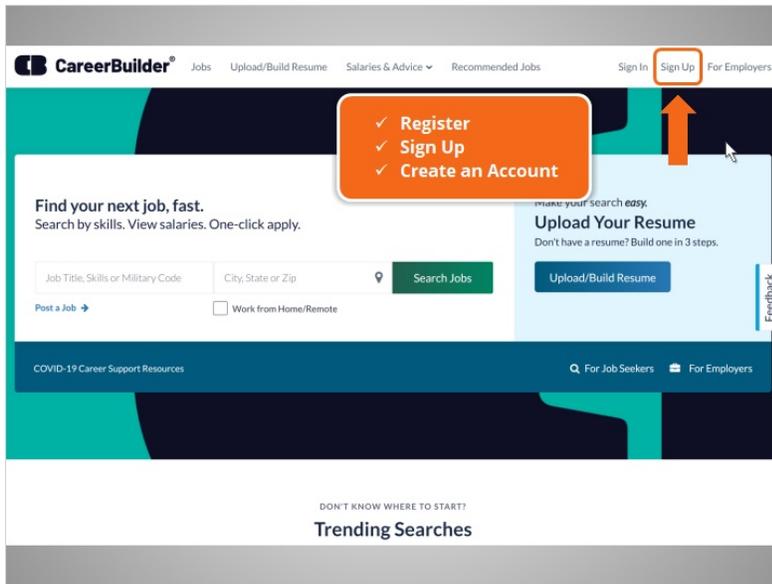
Hi, I'm Belle and we're here to learn how to set up an account on a website or mobile app.

Many websites and mobile apps allow you to create a personal account. Your account will have its own unique username and password. You will use this username and password to sign into the website or mobile app. Then, you will have access to your individual account information.



There are many common types of websites and mobile apps that might require a personal account. They include email, social media, job search sites, schools, banks and credit cards, media and news platforms, and retail sites.

Today we will follow along with Dennis as he creates an account on a job search website.



There are many different job search websites. In today's example, Dennis is using the website CareerBuilder.

To create an account, Dennis looks for a link or button to sign up. This link is often in the top right corner of the website.

It may say "Register," "Sign Up," or "Create an Account." Dennis clicks on the "Sign Up" link.

**CareerBuilder** Jobs Upload/Build Resume Salaries & Advice Recommended Jobs Sign In Sign Up For Employers

**Create an Account & Upload/Build Resume**  
Create an account to get recommended jobs that match your resume and apply to multiple jobs in seconds!  
Already have an account? Sign In

\*First Name  \*Last Name   
This field is mandatory.

\*Email  \*Zip

\*Create Password  \*Confirm Password

Notify me when a company views me, messages me or posts a job I might like. (You may update your preferences anytime.)

Create Account

**CareerBuilder**

and is taken to a registration form. All of the fields on this form are required.

Most websites mark required fields with an asterisk or star. These fields must be filled in before you can submit the form. Some forms will also ask for additional information that will not be required to create the account.

**SIGN UP**

Username

E - mail

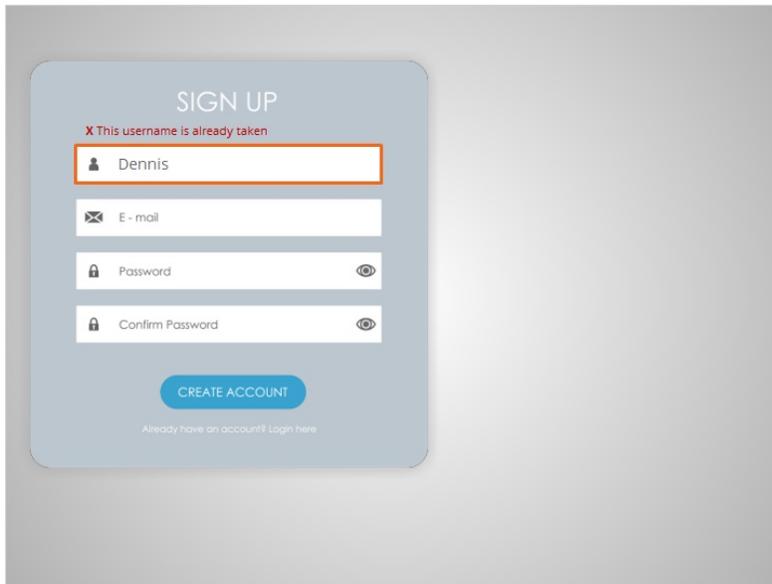
Password

Confirm Password

CREATE ACCOUNT

Already have an account? Login here

Each account you create will require a username and password.



The image shows a 'SIGN UP' form with the following fields and elements:

- SIGN UP** (Title)
- X This username is already taken** (Error message above the username field)
- Username field:** Contains the text 'Dennis' and is highlighted with a red border.
- E-mail field:** Empty.
- Password field:** Contains a lock icon and an eye icon.
- Confirm Password field:** Contains a lock icon and an eye icon.
- CREATE ACCOUNT** (Button)
- Already have an account? Login here** (Text link)

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.

When Dennis typed in his first name, he discovered that username was already taken.

**SIGN UP**

Username

E - mail

Password

Confirm Password

**CREATE ACCOUNT**

Already have an account? Login here

**Username:**

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

He can try using a combination of 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. Most of the time, usernames are not case sensitive.

**SIGN UP**

Username

E - mail

Password

Confirm Password

**CREATE ACCOUNT**

Already have an account? Login here

**Username:**

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

Some websites don't have a separate user ID and use your email address as your username instead.

The image shows a sign-up form titled "SIGN UP" with four input fields: Username (containing "dennis434"), E-mail, Password, and Confirm Password. A "CREATE ACCOUNT" button is at the bottom. To the right, a "Usernames:" list contains five items, each with a checked checkbox:

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

After a couple of tries Dennis finds a username that is unique to him. It is dennis434.

The image shows the same sign-up form as above, but with the "Passwords:" list on the right. It contains one item with a checked checkbox:

- Are private

Passwords are the secret key that unlocks your account. They should be kept private.

The image shows a sign-up form on the left and a list of password requirements on the right. The sign-up form has four input fields: a username field with 'dennis434', an email field with 'E-mail', a password field with 10 dots, and a confirm password field with 10 dots. Below the fields is a 'CREATE ACCOUNT' button and a link for existing users. The password requirements list four checked items: 'Are private', 'May include numbers, uppercase and lowercase letters', 'May include special symbols', and 'Longer are stronger'.

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.

You can make your passwords longer and stronger by using a phrase that is easy for you to remember.

The image shows a 'SIGN UP' form with the following fields: a username field containing 'dennis434', an 'E-mail' field, a password field with 10 dots and a visibility icon, and a 'Confirm Password' field with a visibility icon. Below the password field is an orange box with the text: 'Must be at least 8 characters and contain the following: at least one uppercase and lowercase letter and one numeric character.' To the right of the form is a 'Passwords:' section with four checked items: 'Are private', 'May include numbers, uppercase and lowercase letters', 'May include special symbols', and 'Longer are stronger'.

Many websites have requirements for passwords. These requirements are usually listed underneath the password field or identified once you click on the password field as shown here.

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, review the website's requirements.

The image shows a 'SIGN UP' form with the following fields and requirements:

- Username: dennis434
- E-mail: [Redacted]
- Password: [Redacted]
- Repeat Password: [Redacted]

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

**Passwords:**

- Are private
- May include numbers, uppercase and lowercase letters
- May include special symbols
- Longer are stronger
- Are case sensitive

Passwords are case-sensitive. That means that it makes a difference if 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. The information you type into these two fields must be exactly the same in order to submit the form. If you make a mistake, you will receive an error message. Remember when choosing a username and password, make it easy to remember.

The image shows a 'SIGN UP' form with the following fields: Username, E-mail, and two password fields. The password fields contain 'Love2Learn!'. Each password field has a small eye icon to its right, which is highlighted with an orange box. Below the form is a 'CREATE ACCOUNT' button and a link for users who already have an account. To the right of the form is a 'Passwords:' section with a list of requirements, each with a checked checkbox:

- Are private
- May include numbers, uppercase and lowercase letters
- May include special symbols
- Longer are stronger
- Are case sensitive

Some forms include the option to view your password. When Dennis clicks on the eye icon, the password he entered will display. This lets him see whether the password he entered is what he meant to type, and, that the passwords match exactly.

Remember when Dennis uses this feature, he can see the password, and anyone else who can see his monitor! Use extreme caution to avoid others from seeing your password, especially when using a computer in a public area like a library or computer center.

The image shows a sign-up form on the left and a list of password requirements on the right. The sign-up form has fields for a username (dennis434), an email address, and two password fields. The password fields are highlighted with orange boxes. Below the form is a 'CREATE ACCOUNT' button and a link for existing users. The password requirements list three checked items: 'Unique to each account', 'Kept in a safe place, memorized', and 'Needed to access any online account'.

**SIGN UP**

username: dennis434

E-mail: [redacted]

password: [redacted]

password: [redacted]

**CREATE ACCOUNT**

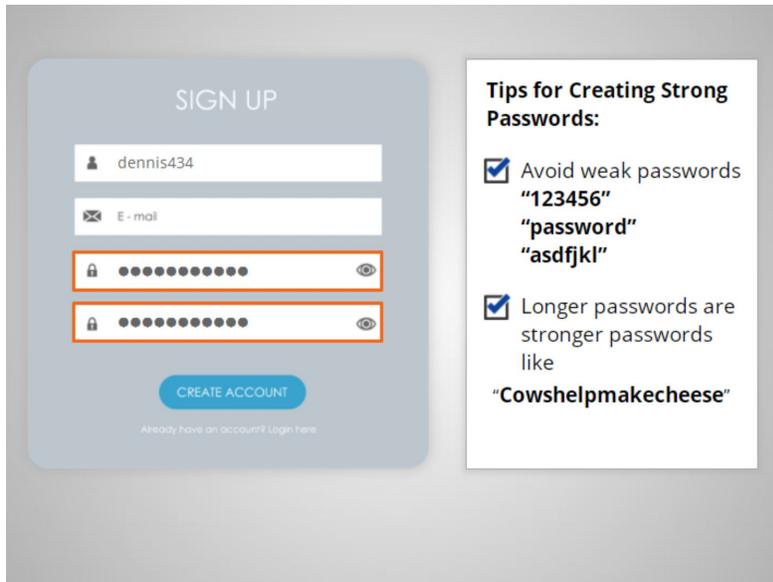
Already have an account? [Login here](#)

**Passwords:**

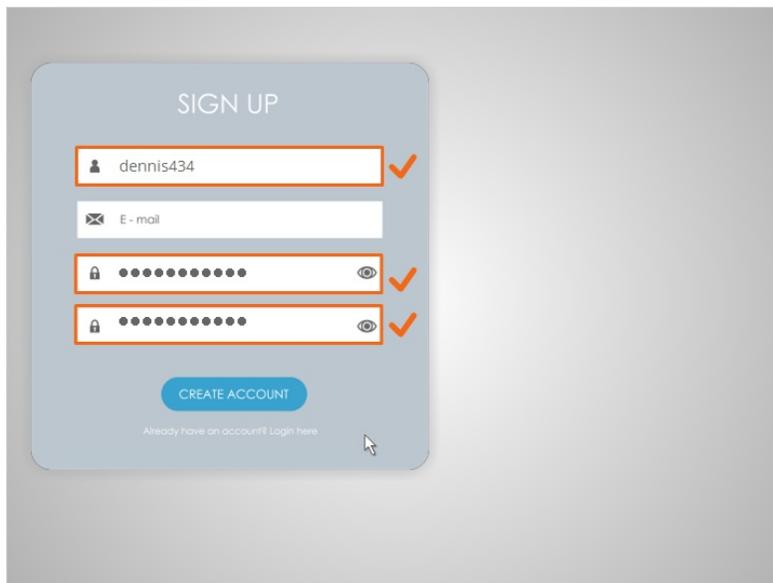
- Unique to each account
- Kept in a safe place, memorized
- Needed to access any online account

It's very important to use a unique password for each site and account you have. If the wrong person or someone with the wrong intent gets your password from one account, they will try to use it to login into your other accounts. If it's the same password, they can access those accounts too!

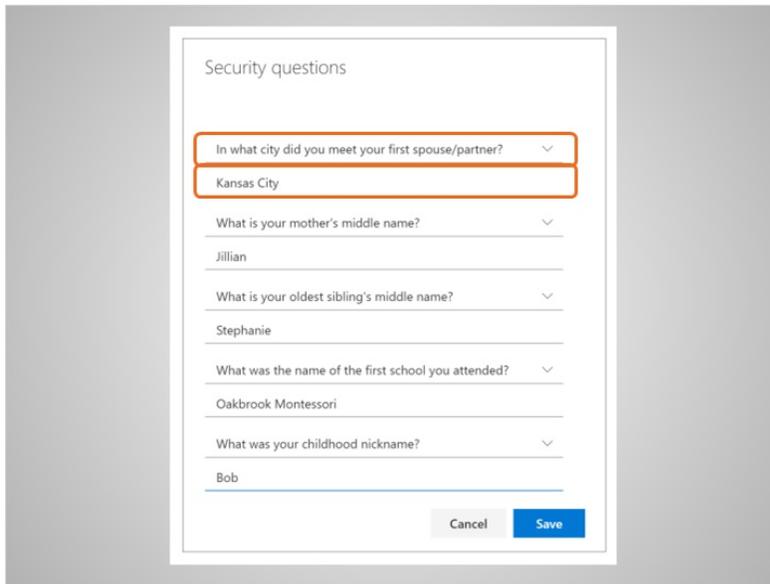
If you do have to write your password down, keep it in a safe place until you have it memorized. You will need this information any time you access your account on the website or mobile app.



Here are some tips Dennis uses to create a strong password. Avoid weak passwords like '123456,' 'password' and 'asdfjkl'. The best defense is length. Passwords don't need to be complex and hard to remember. You can make your passwords longer and stronger by using a phrase. For example, "Cowshelpmakecheese."



Once Dennis enters his username and password, he clicks Create Account.

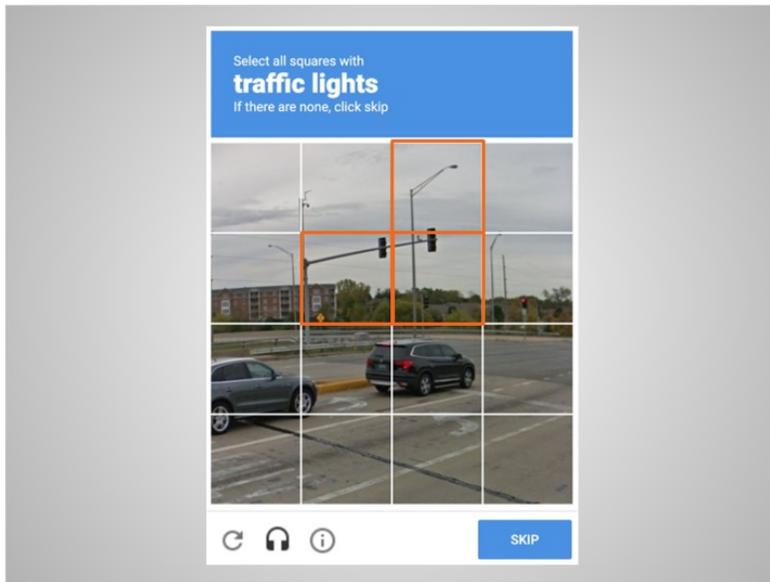


The image shows a 'Security questions' form with the following content:

- Question: In what city did you meet your first spouse/partner? (Dropdown menu)
- Answer: Kansas City
- Question: What is your mother's middle name? (Dropdown menu)
- Answer: Jillian
- Question: What is your oldest sibling's middle name? (Dropdown menu)
- Answer: Stephanie
- Question: What was the name of the first school you attended? (Dropdown menu)
- Answer: Oakbrook Montessori
- Question: What was your childhood nickname? (Dropdown menu)
- Answer: Bob

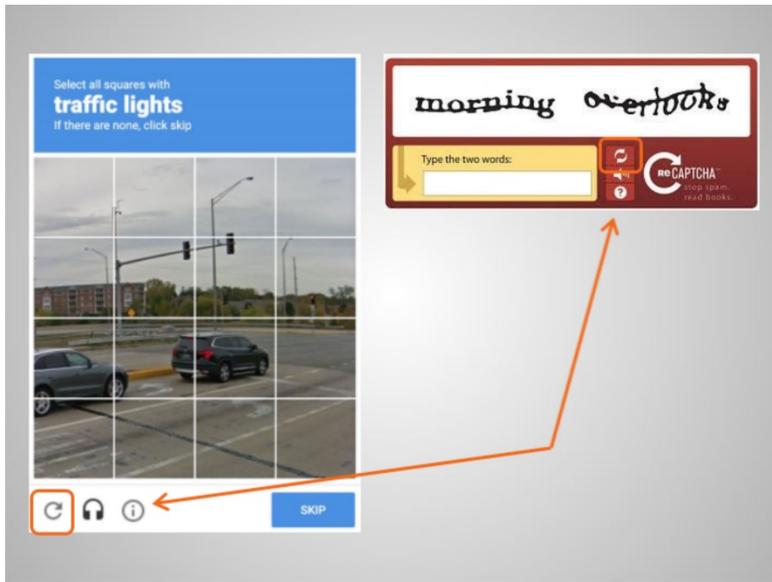
At the bottom of the form are two buttons: 'Cancel' and 'Save'.

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 be used to verify your identity or to help you gain access to your account if you forget or lose your password.

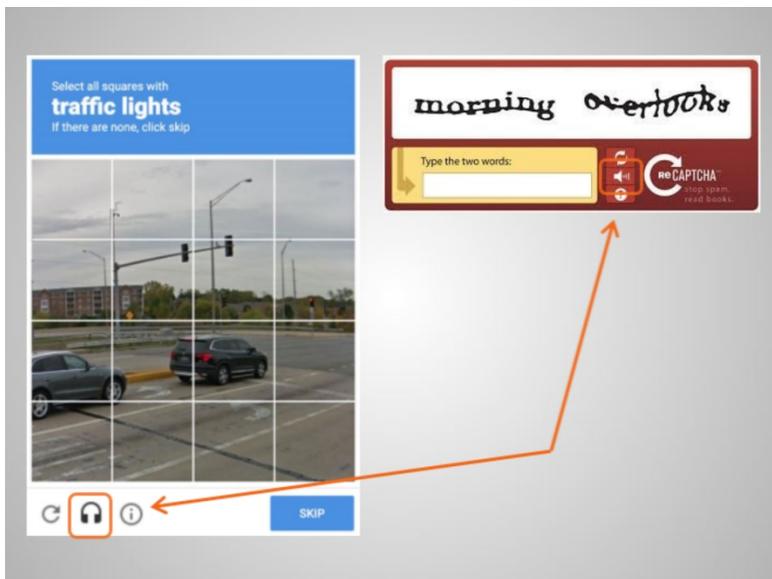


After Dennis has entered his account setup information, there's a final step. This step is to make sure he's a real person and not a computer program attempting to sign up for a fake account. The final step is called a CAPTCHA test.

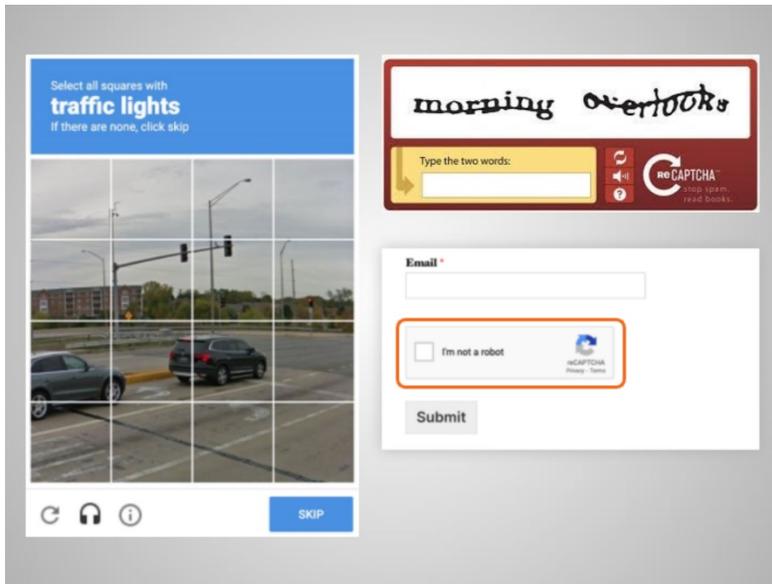
In today's example, the CAPTCHA test is asking Dennis to click different squares on an image that match the prompt. In this case, he's asked to select all the squares that include a traffic light.



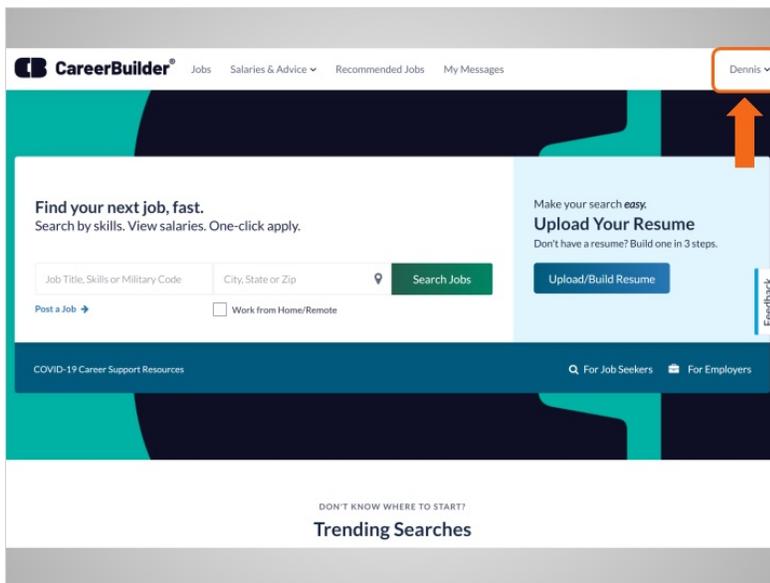
Other CAPTCHAs ask you to type in words or numbers in the image on the screen. With both of these kinds of CAPTCHAs, if you find the picture hard to read, you can click on the refresh icon to see a different prompt and images.



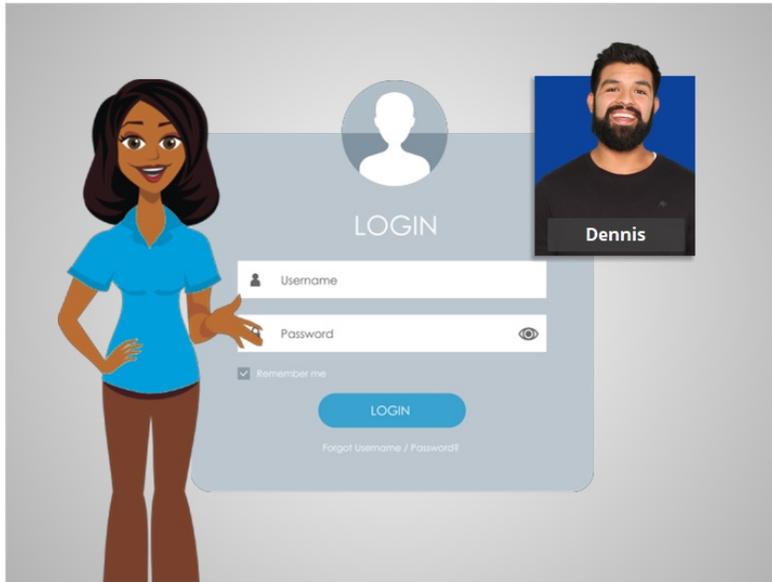
You can also click the headphones icon to listen to an audio version of the CAPTCHA.



Some websites include a simpler CAPTCHA. With these CAPTCHAs, you only need to click on “I’m not a robot” and then submit the form.



Dennis has completed the registration process. When he returns to the Career Builder’s homepage he is logged into his account.



In this lesson, we learned how to set up an account and create strong passwords. In our next lesson, Dennis will log in to the account he just created on CareerBuilder.