

Accounts and Passwords Logging In to an Account



In this lesson Dennis will learn how to log into an account and how to retrieve his password if he has forgotten it.

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B CareerBuilder [®] Ja	bs Upload/Build Resume Salaries & Advice • Recomm	Sign In Sign Up For Employe
Find your next job, fast Search by skills. View salaries	One-click apply.	Make your search easy. Upload Your Resume Don't have a resume? Build one in 3 steps.
Job Title, Skills or Military Code	City, State or Zip Q Search Jobs	Upload/Build Resume
COVID-19 Career Support Resources		Q For Job Seekers 🚔 For Employers
	DON'T KNOW WHERE TO START?	
	in entiting searches	

Once you have created an account on a website, you can access your account by logging in, which is also called signing in. In today's example, Dennis is logging in to the account he created on CareerBuilder with his Gmail account. To sign into his account, Dennis looks for a link or button that says "Sign In" which is in the top right corner of the website.

Care	erBuilder®
Welcom	e back!
Better jobs and higher pay are wait	ting. Sign in and find your nex
Email dennis434@gmail.cor 	m
	۲
Stay Signed In	Forgot Password?
Stay Signed In	Forgot Password?

To sign in, Dennis needs to type in his username or email address and a password. Remember: usernames and passwords are case sensitive, so make sure that they are spelled and capitalized correctly.

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CareerBuilder [®]	
Welcome back!	
Better jobs and higher pay are waiting. Sign in and find your next move.	
Email	
Password	
Stay Signed In Forgot Password?	-
Sign In	
Don't have an account? Create One Now ""	

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



Depending on the website, you may have different choices for resetting your password including resetting your password from an email, phone or by answering security questions.

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M	
	RESET PASSWORD
	Enter your email address and we'll send you a link to where you can create a new password.
	dennis434@gmail.com
	SENDLINK
	CANCEL

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

M	
	A RESET PASSWORD LINK HAS BEEN SENT You will receive an email shortly asking you to create a new password. If you don't receive the email in the next few minutes, please check your spam folder.

When you select this option, an email message is sent to that email address.

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10:08 AM	ቱ ኅ	:
firm it. If you do not wish to resu	et your password, ign	ore
	1038 AM	ענענע אז איז איז איז איז איז איז איז איז איז

Dennis logs in to his email to find a new message. The message usually contains a link or code to reset your password.

M		
	RESET PASSWORD	
	•••••••••••••••••••••••••••••••••••••••	
	•••••	
	RESET PASSWORD	
	CANCEL	

Make sure to use a password that is easy to remember. If you do have to write it down, keep it in a safe place until you have it memorized.

Dennis then enters the new password twice, and clicks the Reset Password button.

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Welcome back	
We'll send a text to verify your phone.	
■ +1 Phone number	
Keep me signed in	
Next	
Have a new number?	
Q Find your account	

Some websites allow you to reset your password by phone. You must have access to the cell phone number associated with the account.

	< (+1 (201) 275-9685 >
	Text Message Teday 1514 AM Your code is 570061
Enter verification code	1 1
Verify your account by typing in the 6 digit code we sent via text.	
570061	
We sent a code	
kesena code	
Next	🖸 🐼 (Fext Message 🕤
Problems receiving the code?	
Q Support Center	

The website will either send a text message with a code or call the phone with an automated voice message reading a code. When Dennis receives the message, he types the code into the box on the website. This verifies that Dennis really is the owner of the account.





Enter New Password	
Confirm New Password	
••••••	
Submit	

He then chooses a new password.

?	
	Identity Verification System Forgot your password? Please answer questions below. Once your identity has been verified. you will be able to reset your password.
	What was the name of your favorite teacher?
	In what city were you born?
	SUBMIT

Sometimes you can reset a password by answering your security questions.

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Identity Verification S Forgot your password?	System Please answer questions below. Once your
identity has been verifie	ed, you will be able to reset your password.
Ms. Johnson	
In what city were you	u born?
Chicago	
	SUBMIT

These questions were selected when Dennis originally set up the account. Dennis enters the correct answer for each security question, being careful to type in his answers in the exact same way he did when he set up the account. If the answer is not typed exactly the same, including capitalization and spaces, it will not work.

Identity Verification System
Forgot your password? Please answer questions below. Once your identity has been verified, you will be able to reset your password.
Create New Password
Confirm Password
SUBMIT

Next, Dennis chooses a new password.

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CHO (31 Pu) First Name: LastName Your Email:

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.



Beware of anyone contacting you by phone, email or text asking you for your account password or PIN. This is often how a scammer or fraudster tries to access your account. If you suspect a fraudster, hang-up! Contact the company directly and verify they are who they say they are before you share any personal information.

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Some websites require two types of identification in order to access your account. This is to make sure you are who you say you are. As you log into a website or mobile app with your username and password, the service may ask you to provide additional information to verify your identity before you are logged into your account.



This type of account login is called two-factor authentication or 2FA.

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Before you can log in to your account, the website or mobile app will send a verification code to your email address, or a trusted phone number as a text message or phone call.

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iable two-step verification
er the security code genereted by proble authenticator correctly.
659832

After you receive the code, enter it into the website or mobile app form and you will be logged into your account.

Sites such as banks, credit card companies, and email systems may require this additional level of security to ensure that your account is only accessible to you. Sites that use two-factor authentication do not always require you to do it each time you log in. Instead, it will happen when you log into the website from a new computer, or, if you have not logged into the website for a certain period of time.

involved in the creation of these materials, or approve, sponsor, or are affiliated in any way with these materials.



Name: Dennis	Edit
Email: dennis434@gmail.com	Edit
Mobile Phone Number: Why add a mobile number?	Add
Password:	Edit
Two-Step Verification (2SV) Settings:	Edit

It is also important to make sure that your account information is accurate so that the company can verify your identity when you interact with the site.

For example, if your email address is not correct, you will not receive the email you need to reset your password. If your cell phone number is not up to date, you will not receive the code needed to complete the two-factor authentication process that some sites require.

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Reset Password Instructions	10.08 A
To reset your password, please <u>click here</u> . When you arrive at the page please set a new password and confirm this message. Up to see you soon and thanks again, mer Service Team	Dennis I. If you do not with to reset your password, ignore

Now that Dennis has received an email to reset his password, he's able to log in to access his account.

In today's lesson we have learned how to create and log into accounts, as well as reset a password. In the next lesson, Dennis will learn how to keep his online accounts safe.