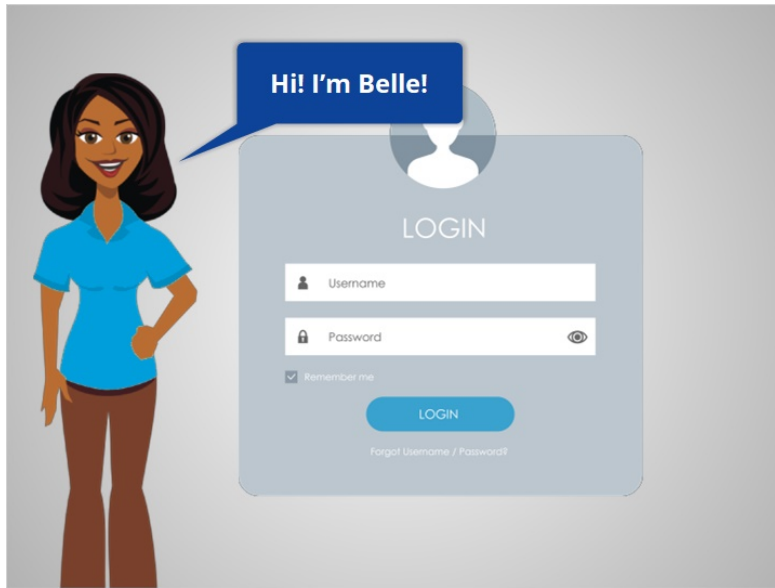


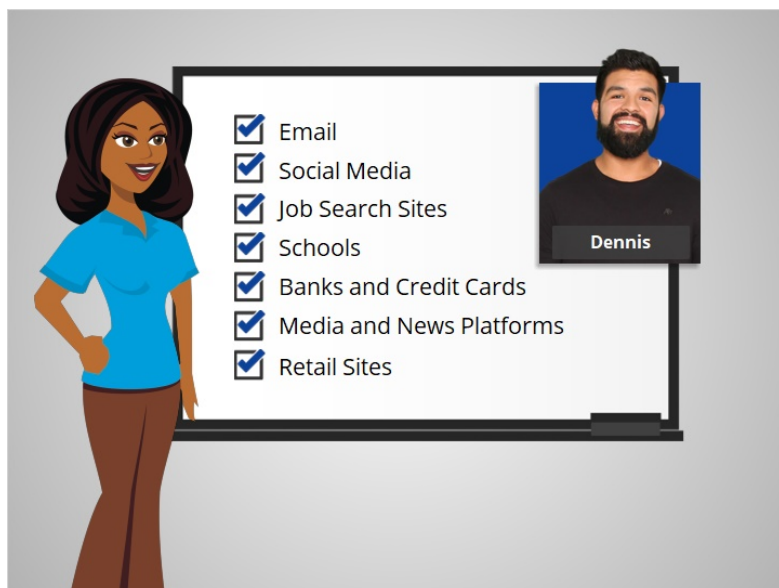
Accounts and Passwords

Creating a New Account



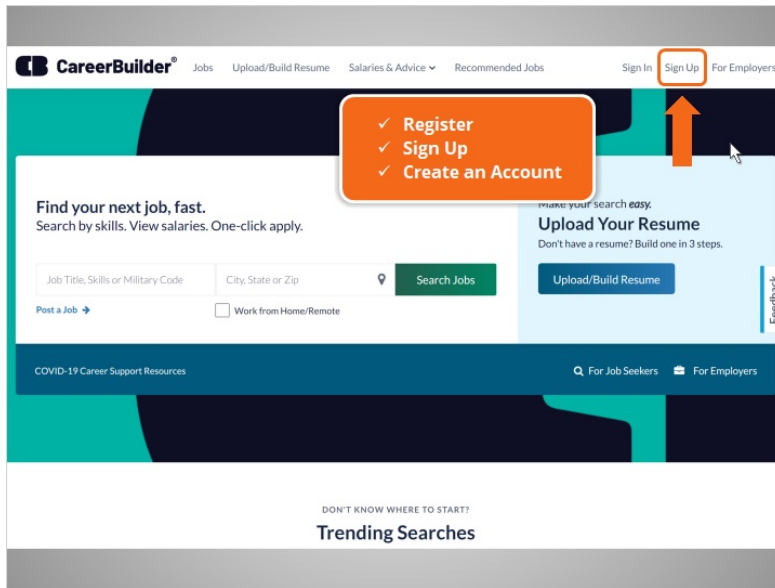
Hi, I'm Belle and we're here to learn how to set up an account on a website or mobile app.

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

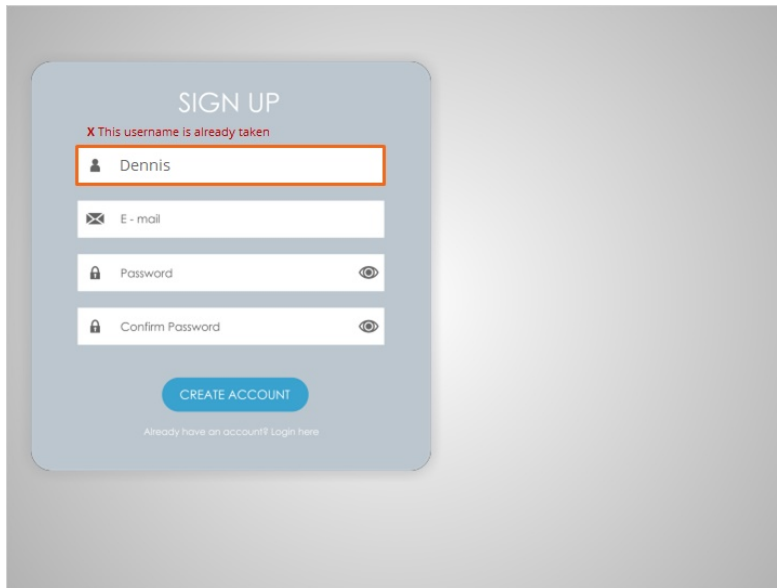
Password

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 an orange border.
- E-mail field:** Empty.
- Password field:** Contains a lock icon and a toggle eye icon.
- Confirm Password field:** Contains a lock icon and a toggle 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 checked items: "Must be unique", "Can contain letters and numbers", "Don't include spaces", "Can sometimes include punctuation", and "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, but now the "Password" and "Confirm Password" fields are highlighted with orange boxes. To the right, a "Passwords:" list contains one checked item: "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 ten dots, and a confirm password field with ten dots. Each password field has an eye icon to toggle visibility. Below the fields is a blue 'CREATE ACCOUNT' button and a link that says 'Already have an account? Login here'. The password requirements list is titled 'Passwords:' and contains four items, each with a checked checkbox: '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. Both password fields contain the text 'Love2Learn!'. To the right of each password field is a small eye icon, which is highlighted with an orange box. Below the password fields is a blue 'CREATE ACCOUNT' button and a link that says 'Already have an account? Log in here'. To the right of the form is a 'Passwords:' section with five checked checkboxes: 'Are private', 'May include numbers, uppercase and lowercase letters', 'May include special symbols', 'Longer are stronger', and 'Are case sensitive'.

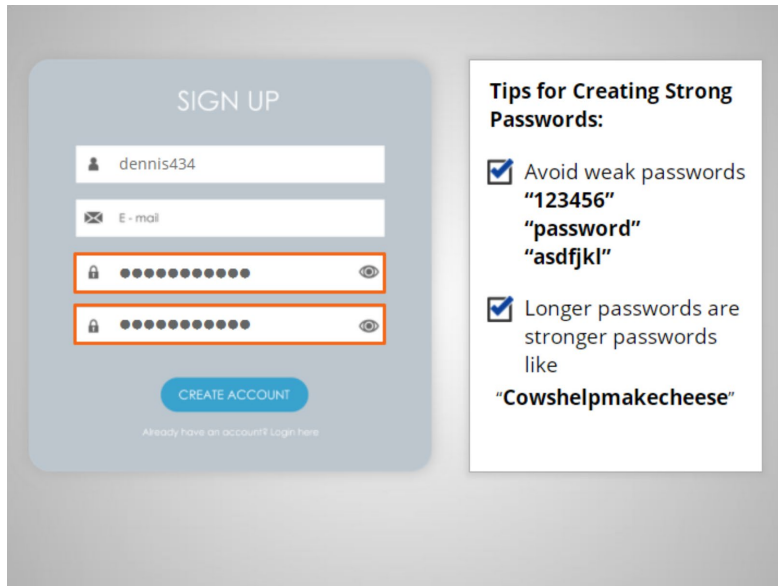
Some forms include the option to view your password. When Dennis clicks on the eye icon, the password he entered will display. This lets him see whether the password he entered is what he meant to type, and, that the passwords match exactly.

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.

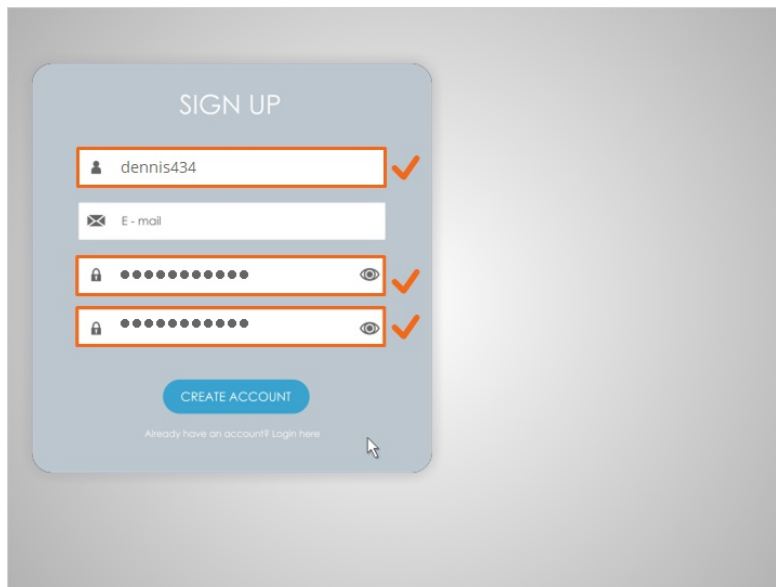
The image shows a sign-up form on the left and a list of password requirements on the right. The sign-up form is titled "SIGN UP" and contains four input fields: a username field with "dennis434", an email field with "E - mail", and two password fields, each with a lock icon and a visibility toggle. Below the password fields is a blue "CREATE ACCOUNT" button and a link that says "Already have an account? Login here". The password requirements are listed under the heading "Passwords:" and include three checked items: "Unique to each account", "Kept in a safe place, memorized", and "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!

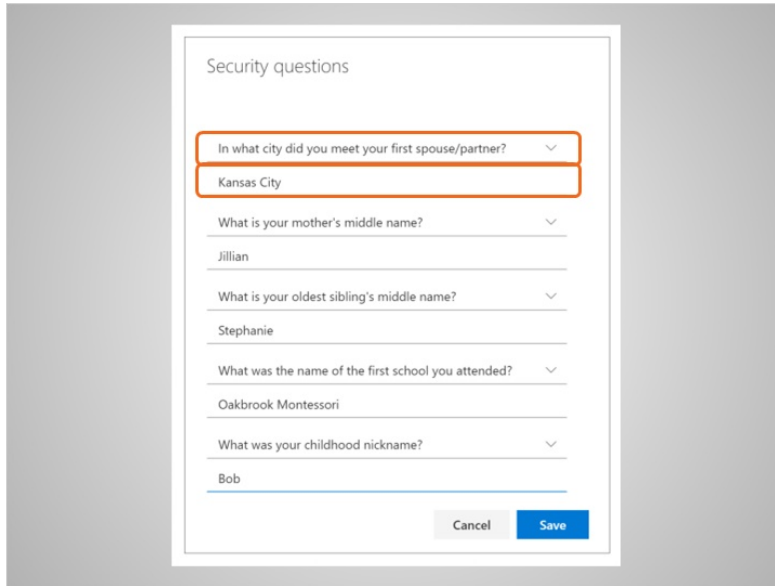
If you do have to write your password down, keep it in a safe place until you have it memorized. You will need this information any time you access your account on the website or mobile app.



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."

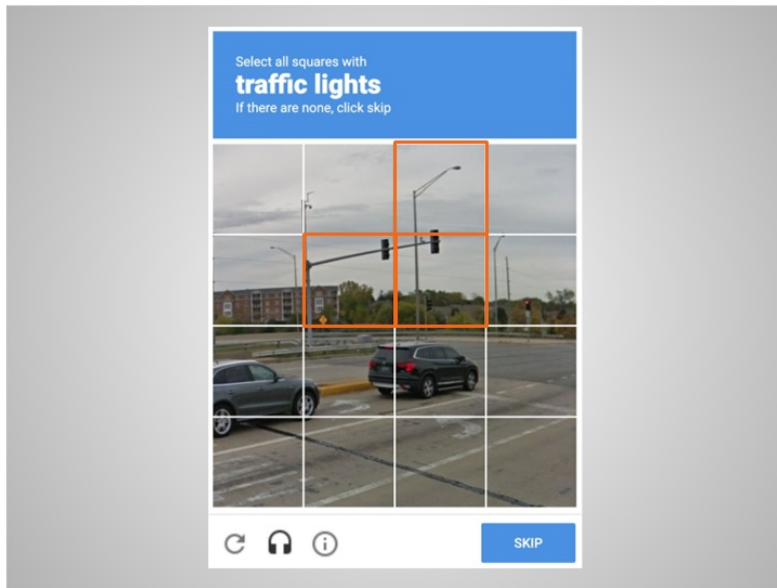


Once Dennis enters his username and password, he clicks Create Account.



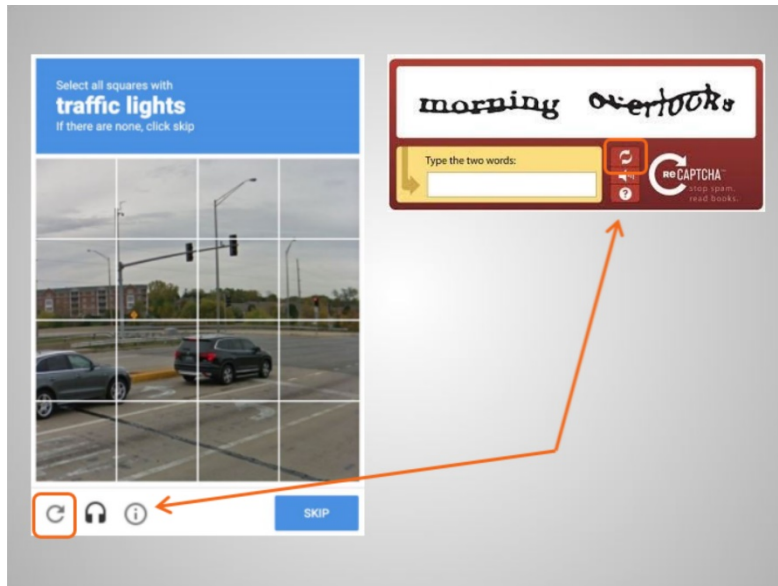
The image shows a 'Security questions' form. The first question, 'In what city did you meet your first spouse/partner?', is highlighted with an orange border and has 'Kansas City' entered. The other questions and answers are: 'What is your mother's middle name?' (Jillian), 'What is your oldest sibling's middle name?' (Stephanie), 'What was the name of the first school you attended?' (Oakbrook Montessori), and 'What was your childhood nickname?' (Bob). At the bottom are 'Cancel' and 'Save' buttons.

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.

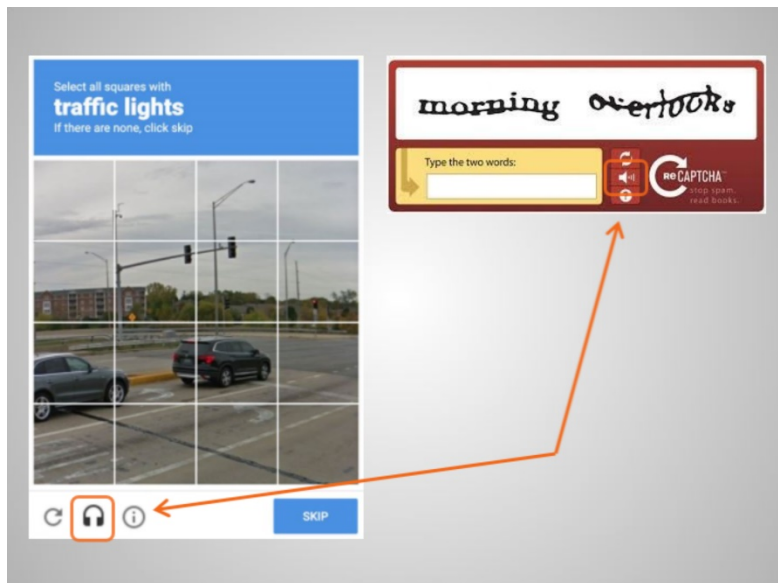


After Dennis has entered his account setup information, there's a final step. This step is to make sure he's a real person and not a computer program attempting to sign up for a fake account. The final step is called a CAPTCHA test.

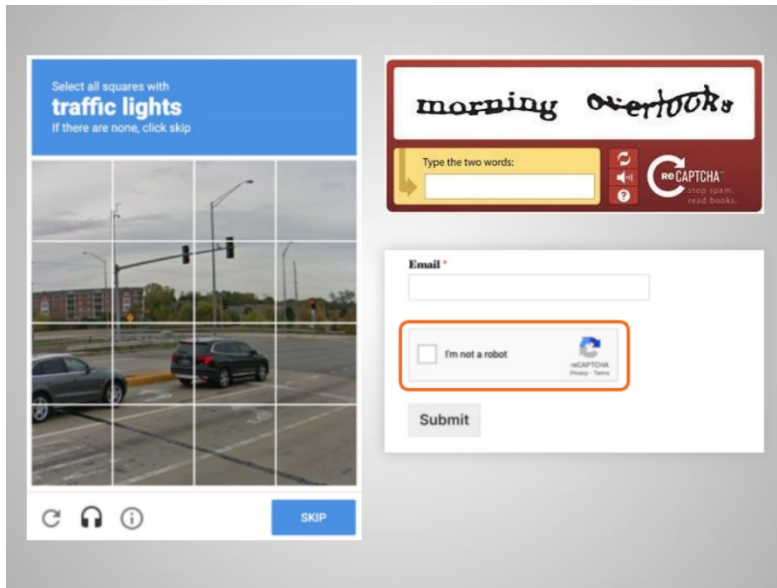
In today's example, the CAPTCHA test is asking Dennis to click different squares on an image that match the prompt. In this case, he's asked to select all the squares that include a traffic light.



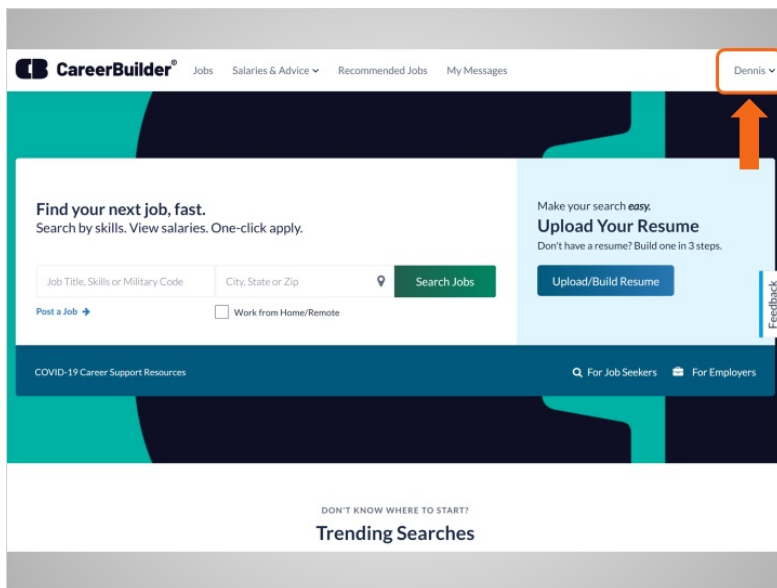
Other CAPTCHAs ask you to type in words or numbers in the image on the screen. With both of these kinds of CAPTCHAs, if you find the picture hard to read, you can click on the refresh icon to see a different prompt and images.



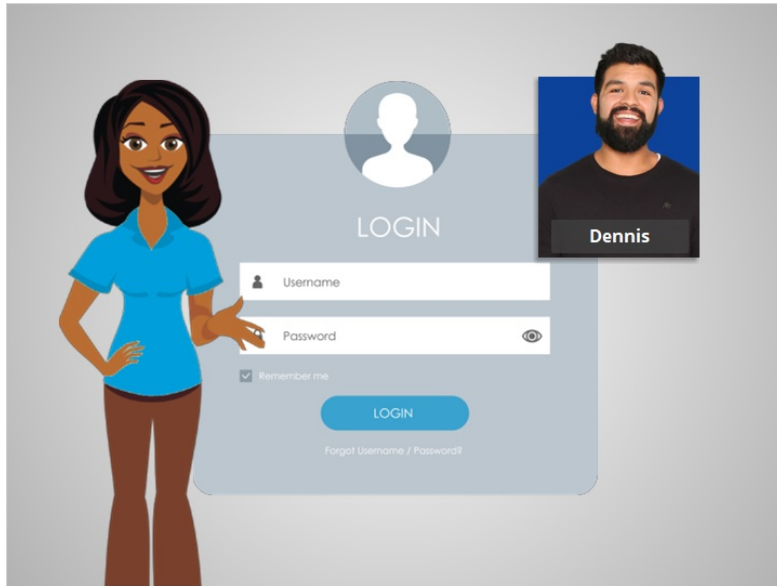
You can also click the headphones icon to listen to an audio version of the CAPTCHA.



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.



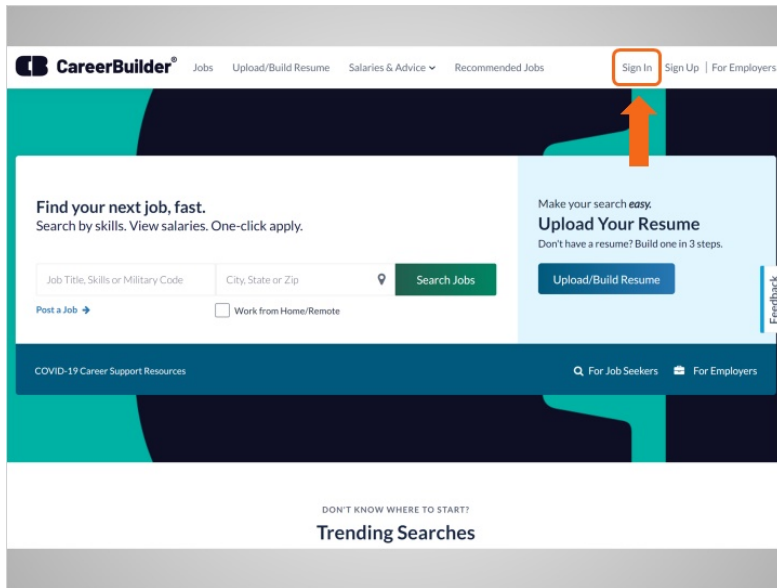
In this lesson, we learned how to set up an account and create strong passwords. In our next lesson, Dennis will log in to the account he just created on CareerBuilder.

Accounts and Passwords

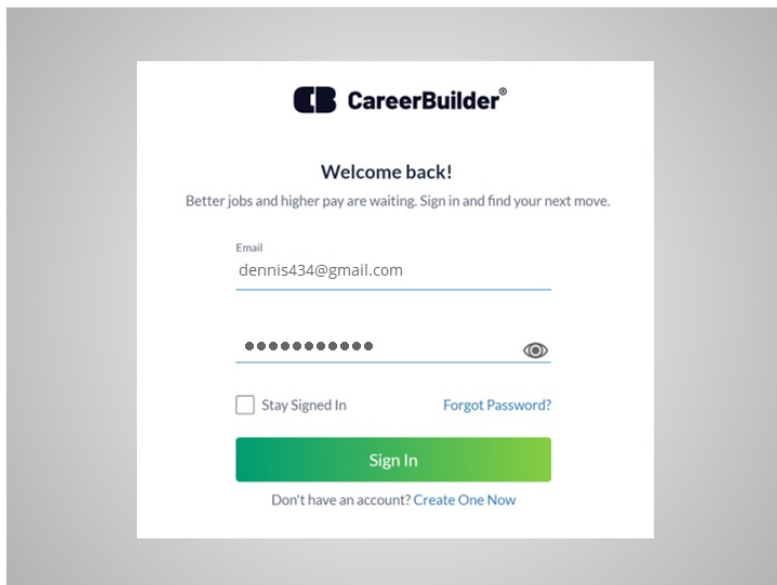
Logging In to an Account



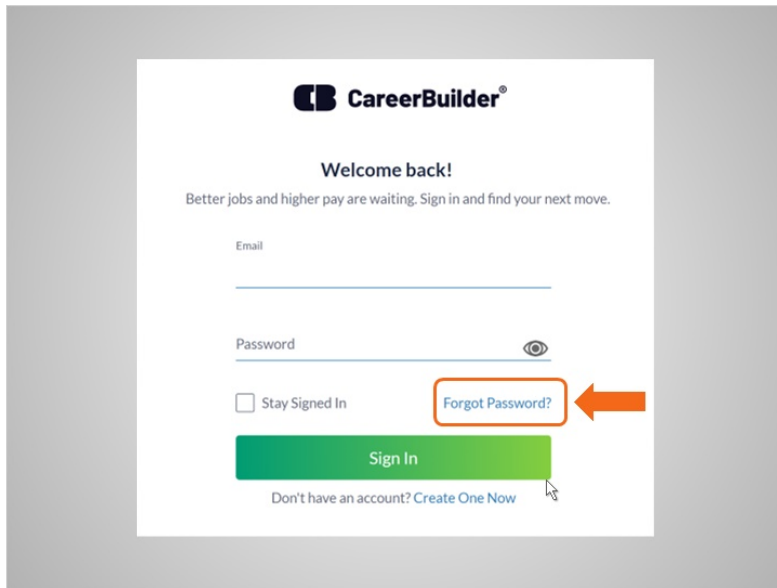
In this lesson Dennis will learn how to log into an account and how to retrieve his password if he has forgotten it.



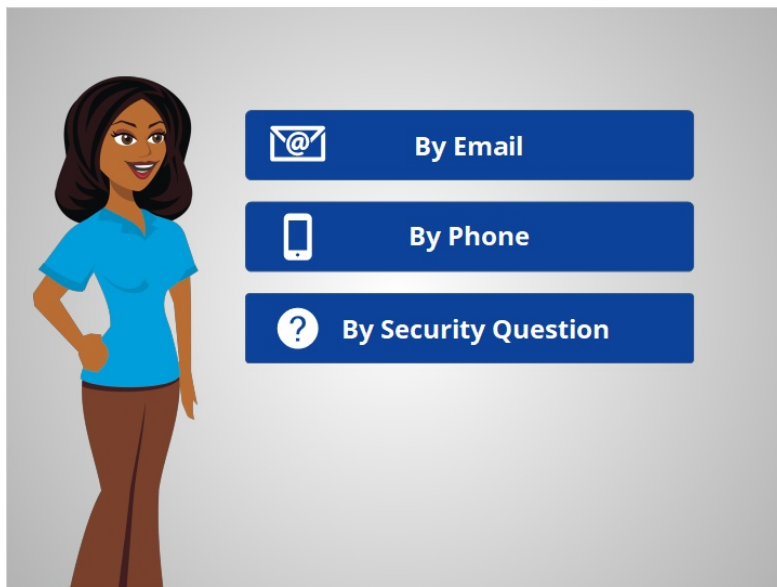
Once you have created an account on a website, you can access your account by logging in, which is also called signing in. In today’s example, Dennis is logging in to the account he created on CareerBuilder with his Gmail account. To sign into his account, Dennis looks for a link or button that says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



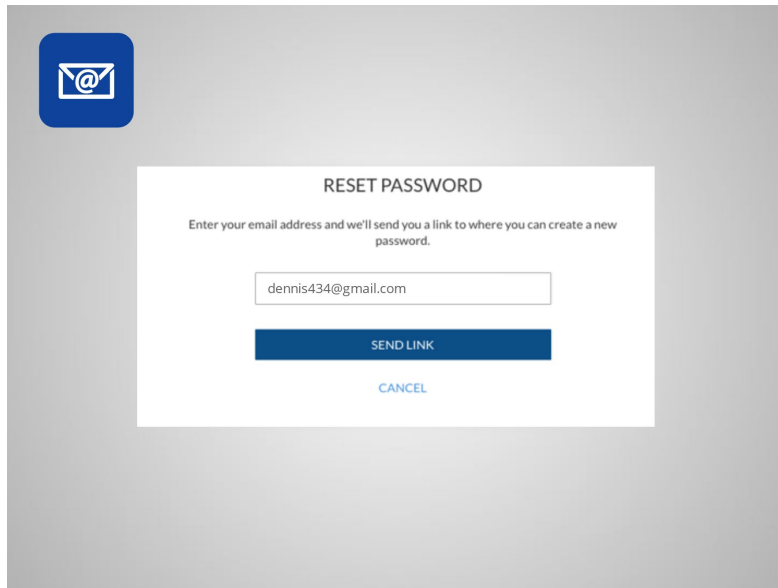
To sign in, Dennis needs to type in his username or email address and a password. Remember: usernames and passwords are case sensitive, so make sure that they are spelled and capitalized correctly.



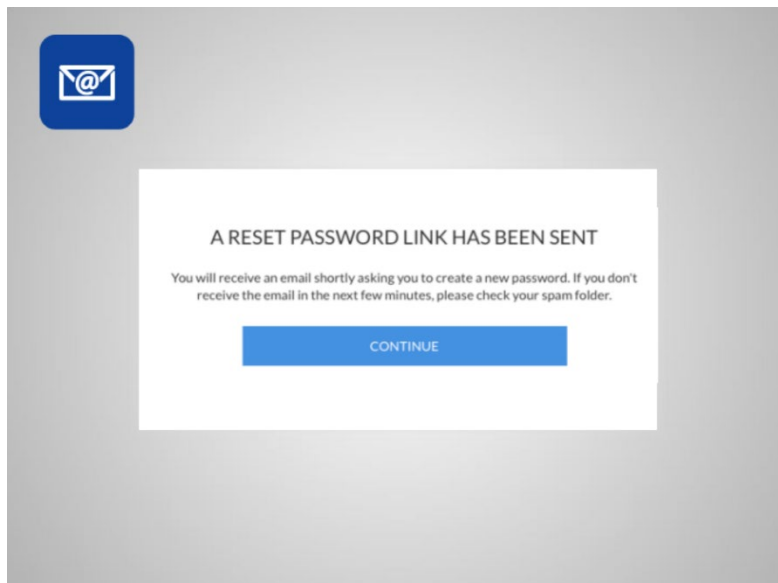
If you've forgotten your password, or your password isn't working, there are several ways to reset the password. Dennis clicks on the link "Forgot Password" to see what his choices are for retrieving his password.



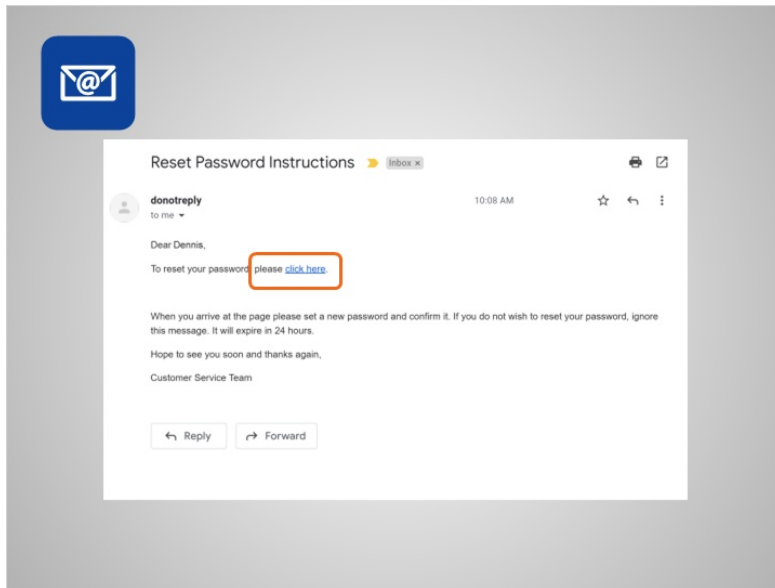
Depending on the website, you may have different choices for resetting your password including resetting your password from an email, phone or by answering security questions.



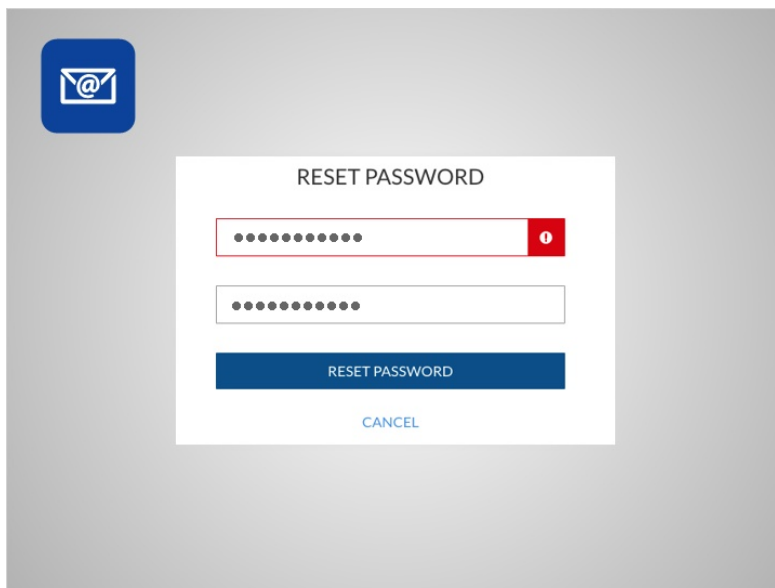
To reset your password by email, you must be able to access the email address associated with your account.



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

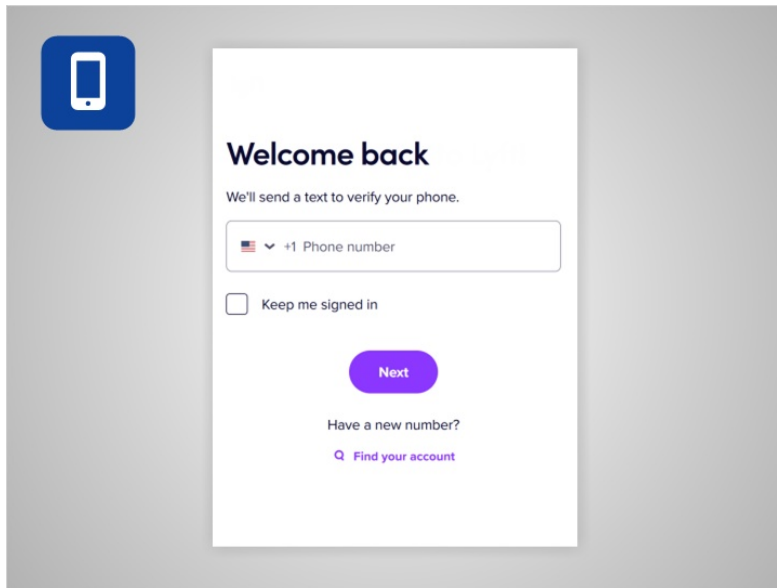


Dennis logs in to his email to find a new message. The message usually contains a link or code to reset your password.

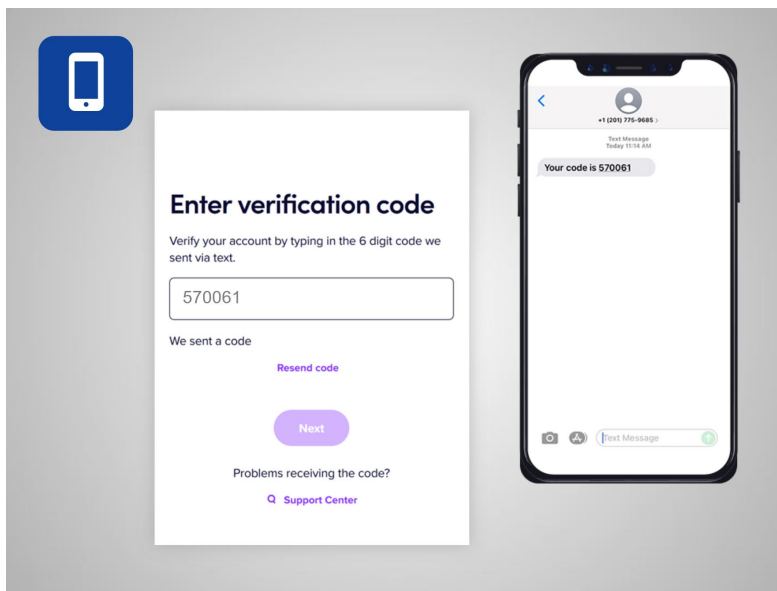


Make sure to use a password that is easy to remember. If you do have to write it down, keep it in a safe place until you have it memorized.

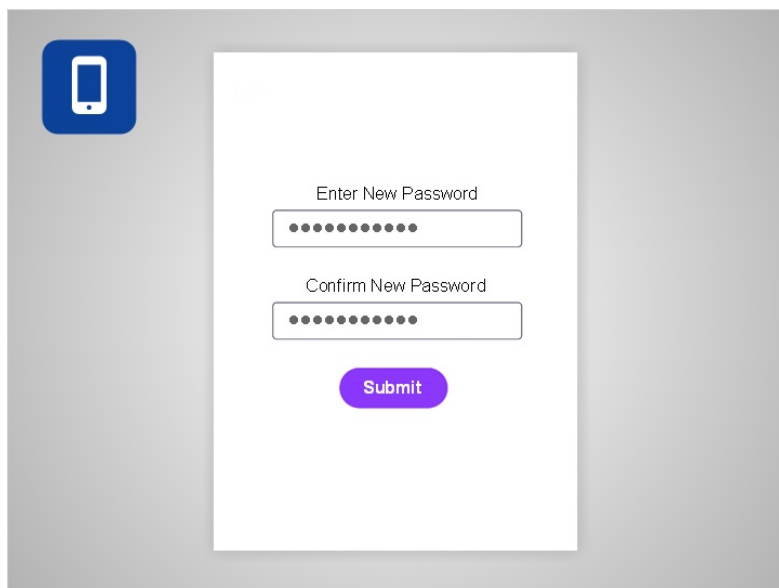
Dennis then enters the new password twice, and clicks the Reset Password button.



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

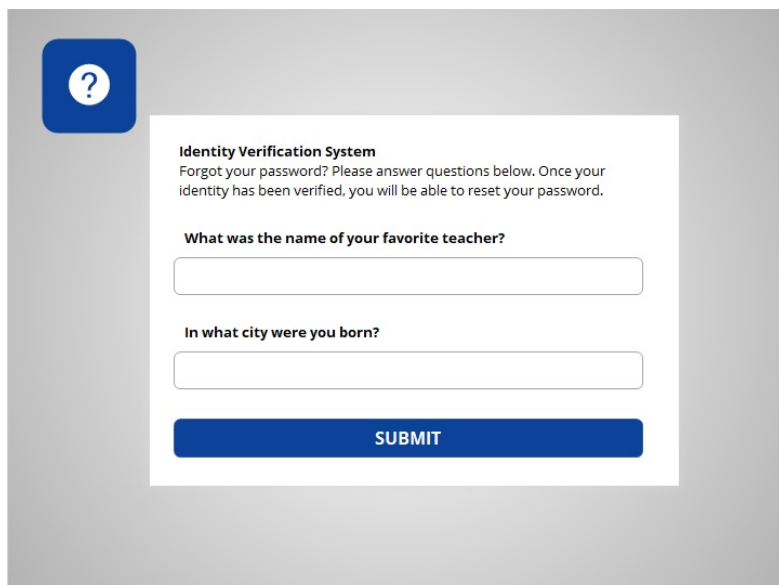


The website will either send a text message with a code or call the phone with an automated voice message reading a code. When Dennis receives the message, he types the code into the box on the website. This verifies that Dennis really is the owner of the account.



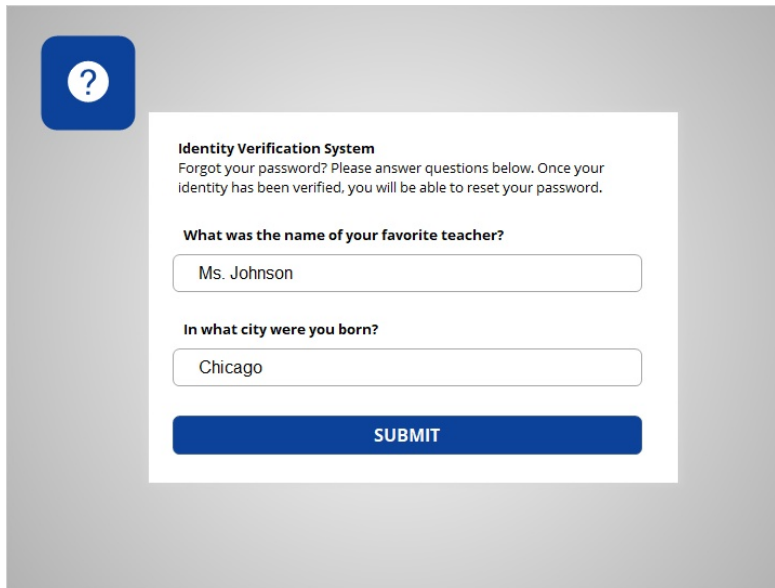
A screenshot of a password reset form. In the top left corner, there is a blue square icon containing a white smartphone. The form itself is a white rectangle centered on a gray background. It contains two text input fields, each with a label above it: "Enter New Password" and "Confirm New Password". Both fields are filled with ten black dots. Below the second field is a purple rounded rectangular button with the word "Submit" in white text.

He then chooses a new password.



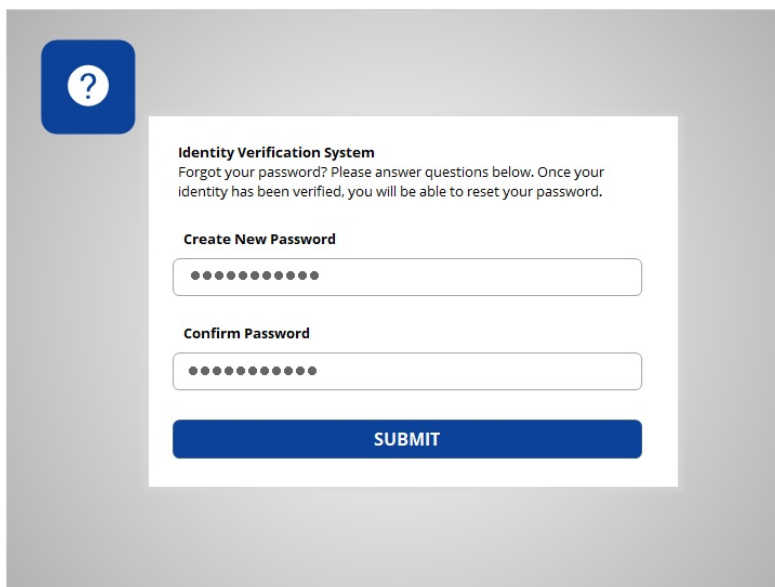
A screenshot of an identity verification form. In the top left corner, there is a blue square icon containing a white question mark. The form is a white rectangle centered on a gray background. It starts with the heading "Identity Verification System" followed by the text "Forgot your password? Please answer questions below. Once your identity has been verified, you will be able to reset your password." Below this are two text input fields with labels: "What was the name of your favorite teacher?" and "In what city were you born?". At the bottom of the form is a blue rounded rectangular button with the word "SUBMIT" in white text.

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



A screenshot of a web form titled "Identity Verification System". The form includes a blue question mark icon in a square. Below the title, it says "Forgot your password? Please answer questions below. Once your identity has been verified, you will be able to reset your password." There are two text input fields: the first is labeled "What was the name of your favorite teacher?" and contains the text "Ms. Johnson"; the second is labeled "In what city were you born?" and contains the text "Chicago". At the bottom of the form is a blue "SUBMIT" button.

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.



A screenshot of a web form titled "Identity Verification System". The form includes a blue question mark icon in a square. Below the title, it says "Forgot your password? Please answer questions below. Once your identity has been verified, you will be able to reset your password." There are two password input fields: the first is labeled "Create New Password" and the second is labeled "Confirm Password". Both fields contain ten black dots representing masked characters. At the bottom of the form is a blue "SUBMIT" button.

Next, Dennis chooses a new password.



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.



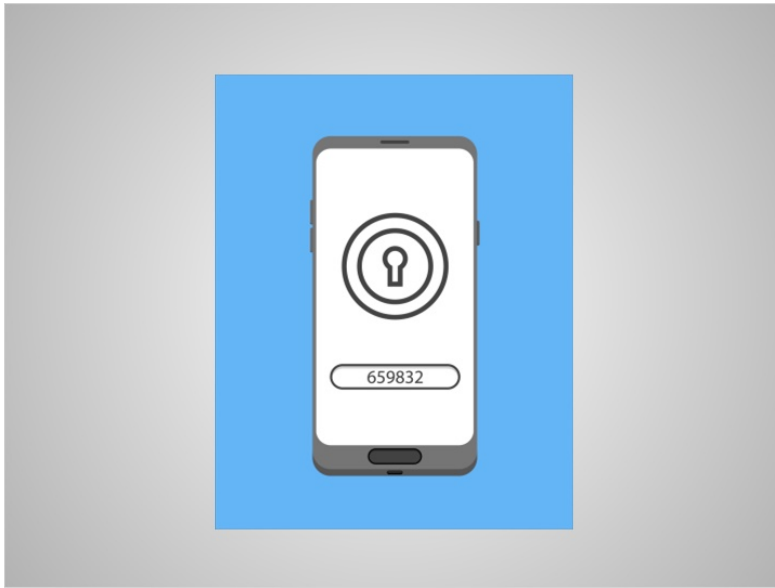
Beware of anyone contacting you by phone, email or text asking you for your account password or PIN. This is often how a scammer or fraudster tries to access your account. If you suspect a fraudster, hang-up! Contact the company directly and verify they are who they say they are before you share any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



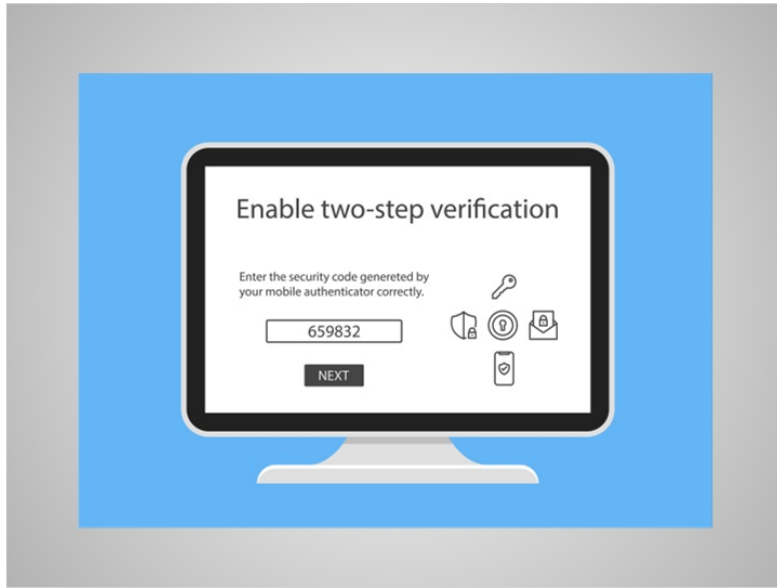
Some websites require two types of identification in order to access your account. This is to make sure you are who you say you are. As you log into a website or mobile app with your username and password, the service may ask you to provide additional information to verify your identity before you are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



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

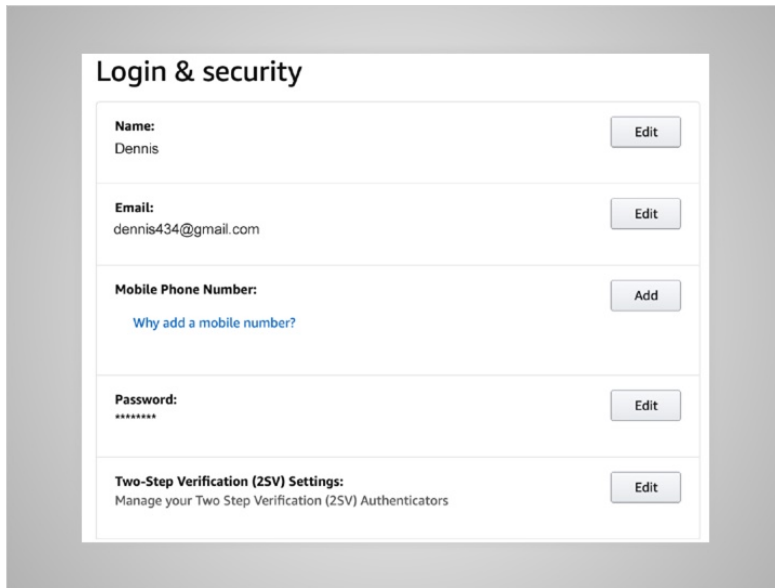


Before you can log in to your account, the website or mobile app will send a verification code to your email address, or a trusted phone number as a text message or phone call.



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.



Login & security

Name:
Dennis

Email:
dennis434@gmail.com

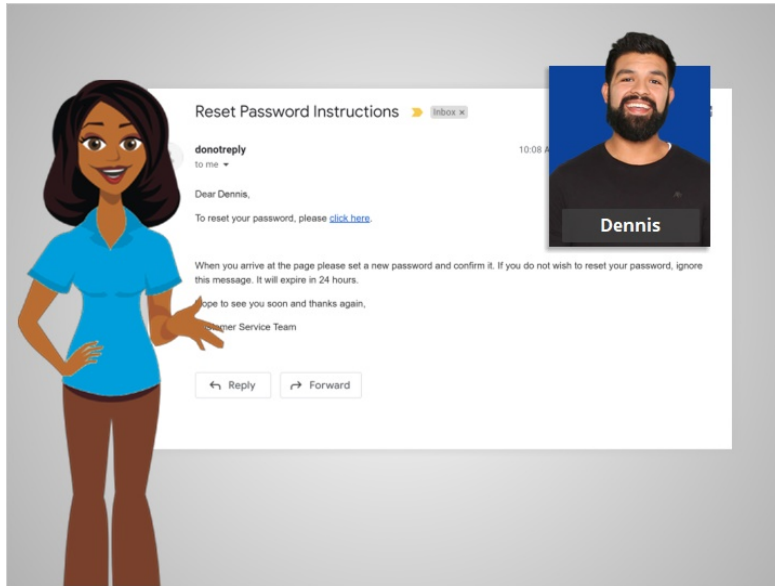
Mobile Phone Number:
[Why add a mobile number?](#)

Password:

Two-Step Verification (2SV) Settings:
Manage your Two Step Verification (2SV) Authenticators

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.



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.

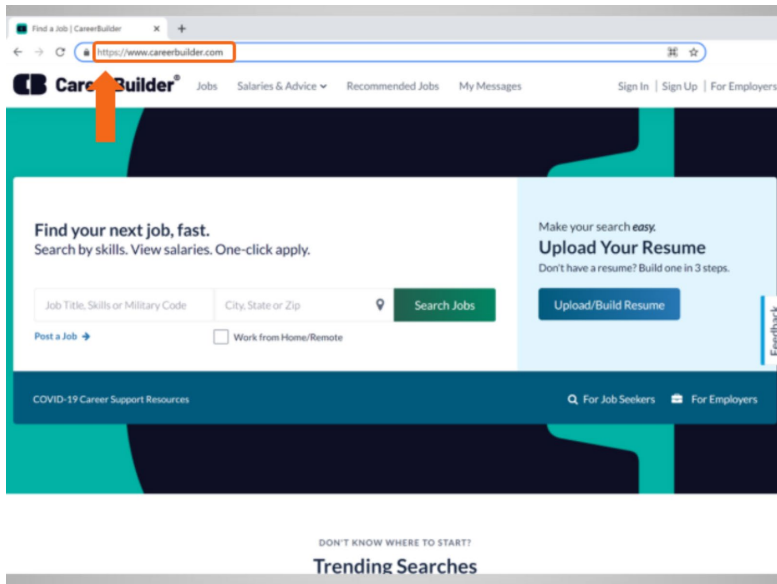
Accounts and Passwords

Account Security

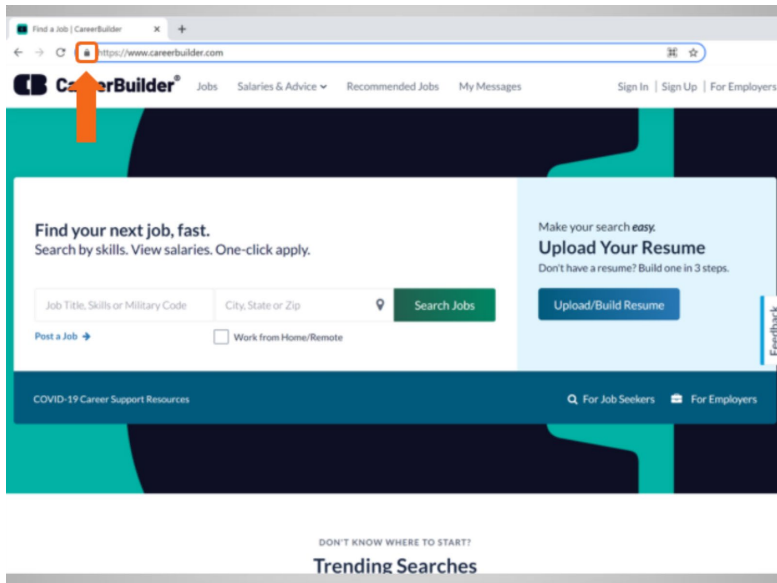


It's important to keep your account secure on any website. If someone gains access to one of your online accounts, your personal information could potentially be used to access other accounts as well. Or your account could even be used by hackers and fraudsters to commit crimes.

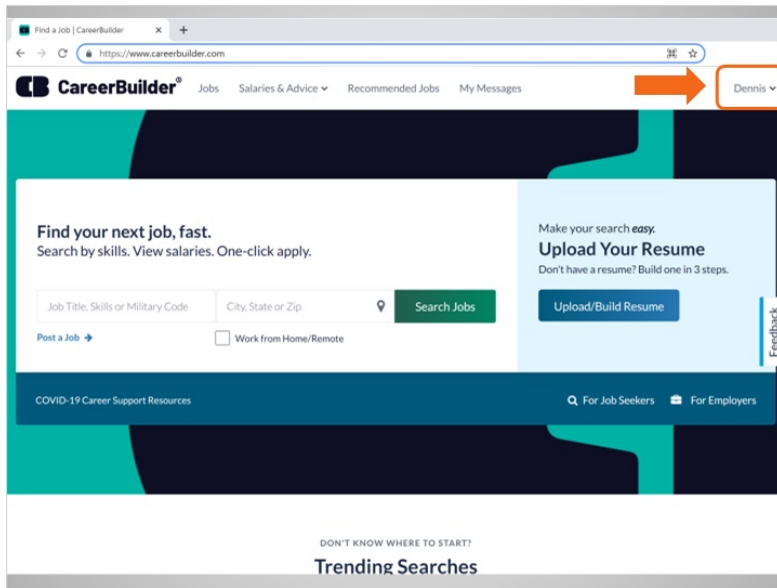
In this lesson, Dennis learns tips on how to keep his logins and passwords secure.



In today's example, Dennis is using his CareerBuilder account. First Dennis checks that the website is secure before logging in. On the login page, he looks at the address bar at the top of the website. The address should start with "https."

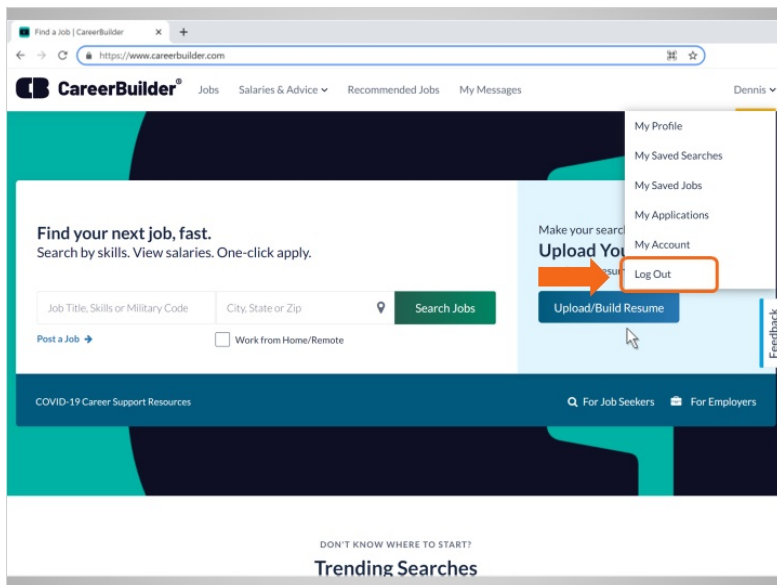


Dennis also sees a padlock in the address bar. If the padlock is not there, the website is not fully protecting your password information. If you don't see the padlock, use a different website if possible.

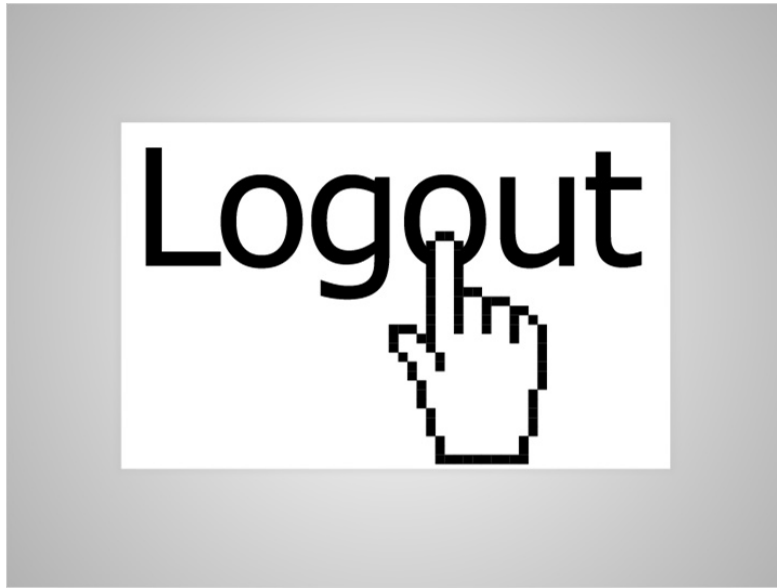


If you're using a shared computer, remember to log out or sign out of your account after you are done.

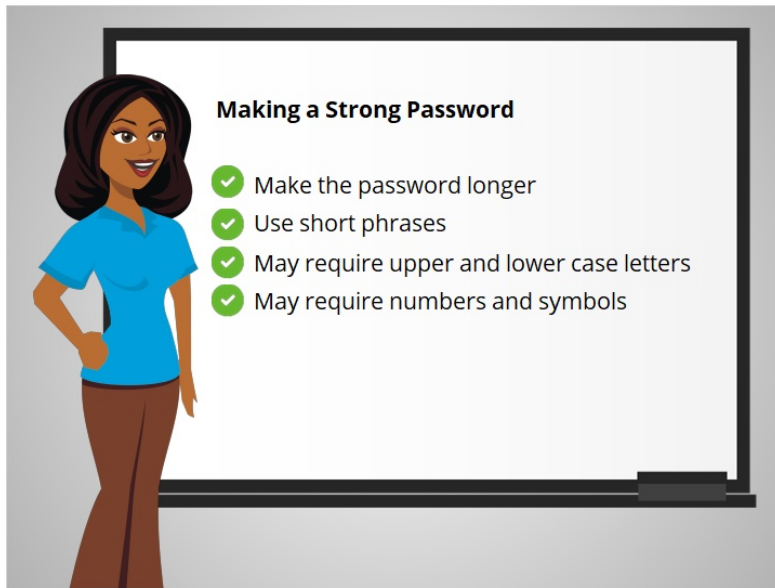
To sign out of his account, Dennis clicks his name in the top right corner of the website



and then clicks Log Out.

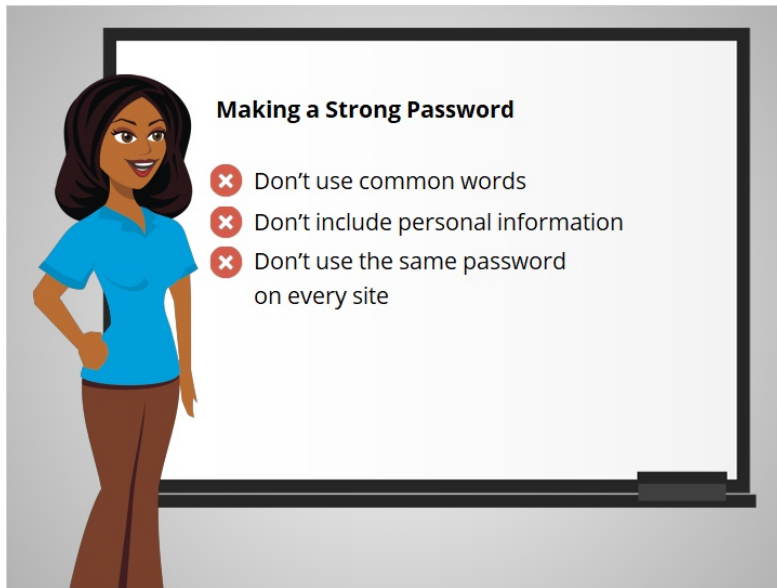


If you're using a library computer, you will also want to log off of your session on the public computer when you're done.



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.

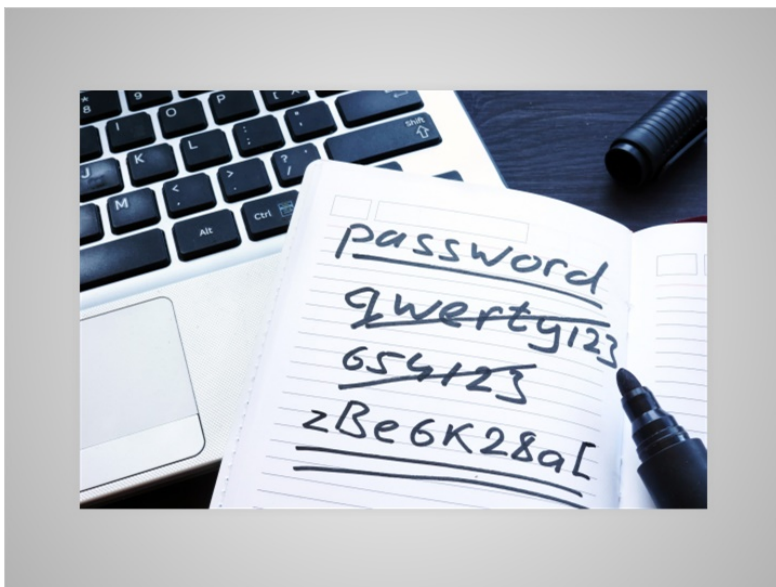
What makes a strong password? You can make the passwords longer by using short phrases like “cows help make cheese.” Remember, many websites have requirements for passwords. These requirements are usually listed underneath the password field or identified once you click on the password field. The password may be required to have upper and lowercase letters, numbers, and symbols.



When creating a strong password, don't include common words like "password" or personal information like your address or name. 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 or compromised, you should change to a new password.



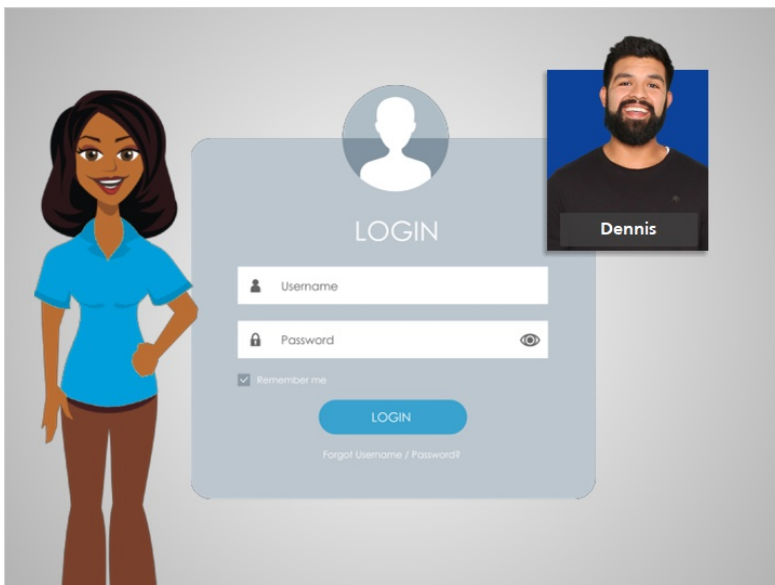
If you've used the internet for a while, you may create a lot of accounts on many different websites or mobile apps. Your usernames and passwords may be different on each site so it can be a challenge to remember them. There are several options for keeping track of your passwords.



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.

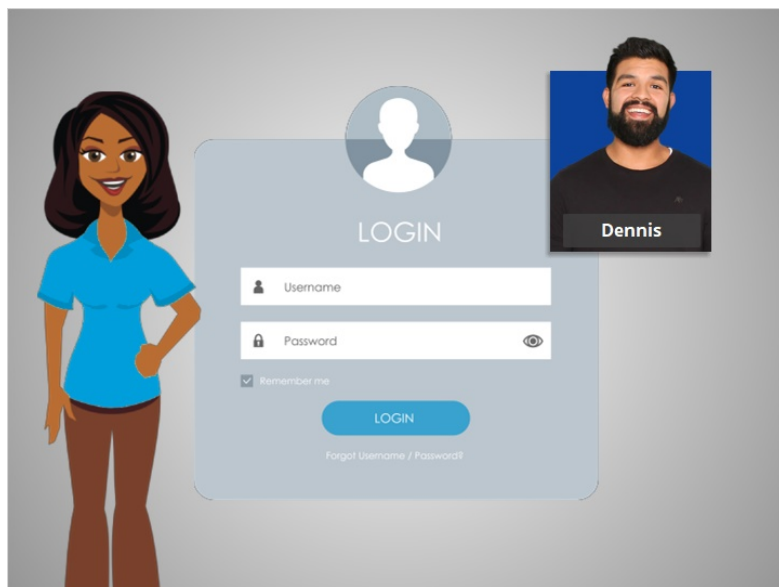


You may choose to use a secure password management mobile app or website that can help keep track of your user IDs, passwords, security questions and other information for your accounts. These programs are usually unlocked with a single master password and then allow you to access all your passwords when you need them.

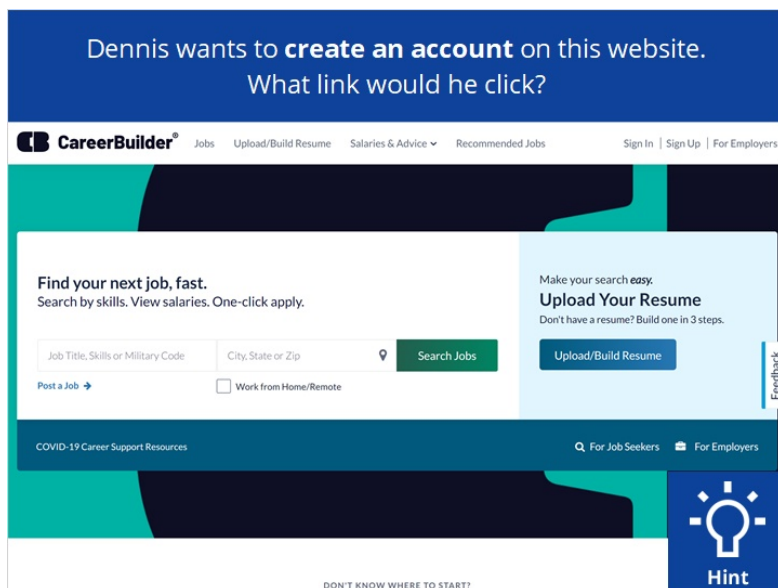


Now that Dennis has learned how to create accounts and keep them secure, he can feel confident creating his own usernames and passwords on the websites that he uses.

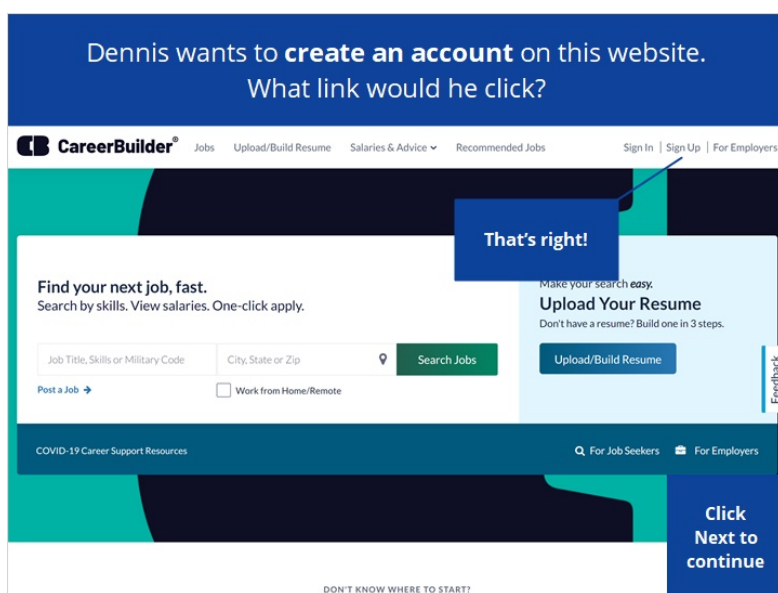
Accounts and Passwords Practice



In this course, we've learned a lot about creating accounts and passwords for websites and mobile apps. Let's see what you remember.



Dennis wants to create an account on this website. What link would he click? Click on the Hint button if you need help.



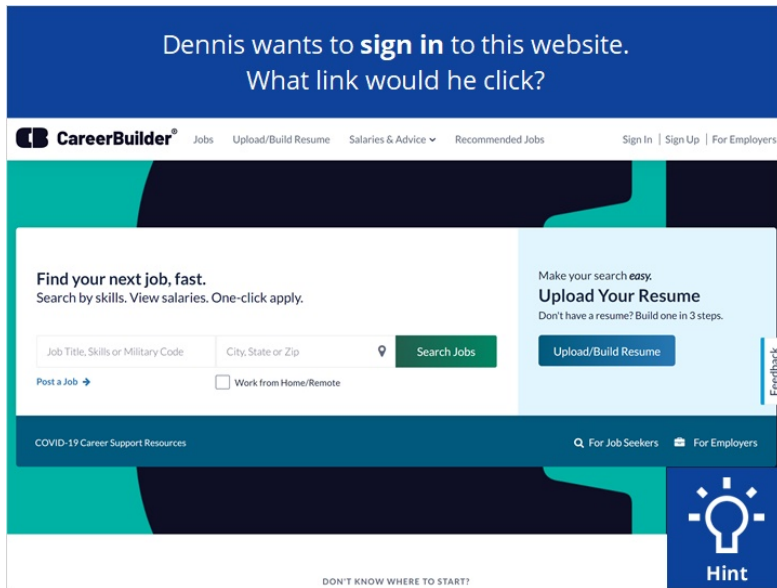
That's right! Click next to continue.



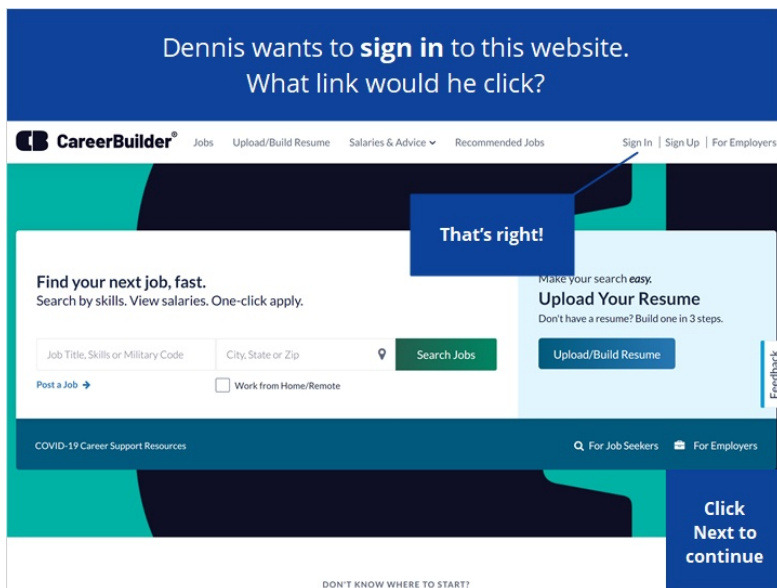
Which of these passwords is the most secure? Click on it now. Click on the Hint button if you need help.



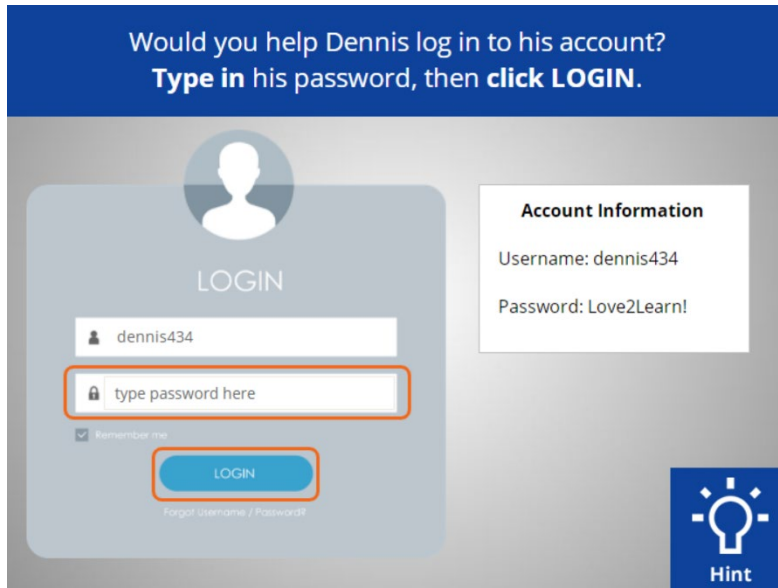
That's right! The correct answer is number 3. Longer passwords make stronger passwords. It's important not to use personal information or anything too easy to guess for your password. Click Next to continue.



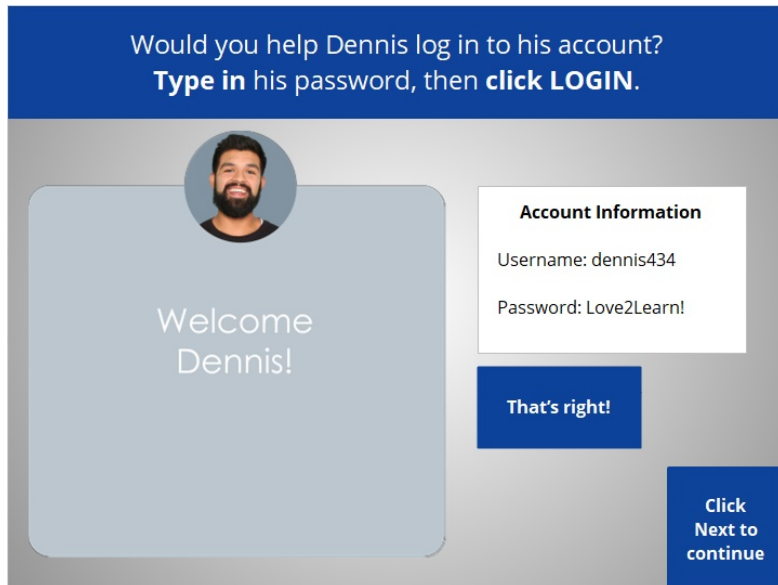
Dennis wants to sign into this website. What link would he click? Click on the Hint button if you need help.



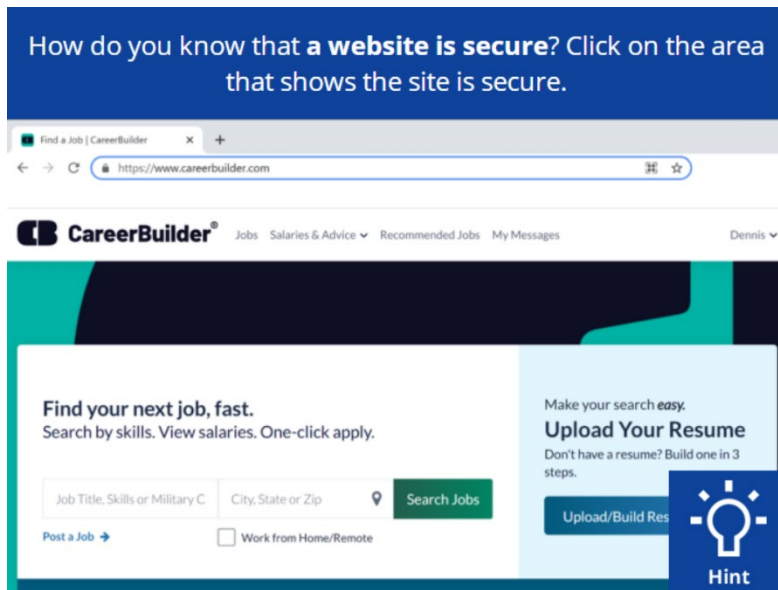
That's right! Click next to continue.



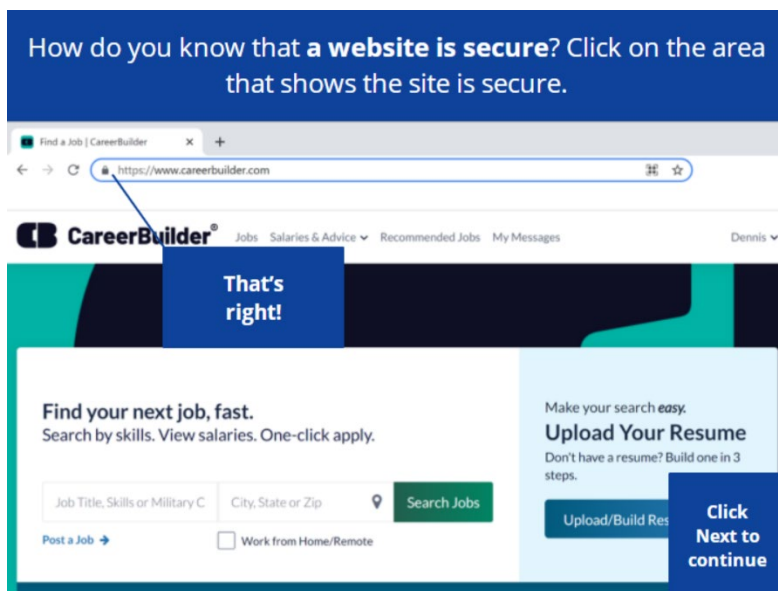
Would you help Dennis log into this account? Type in his password from the account information on the right, then click on the login button. Click on the hint button if you need help.



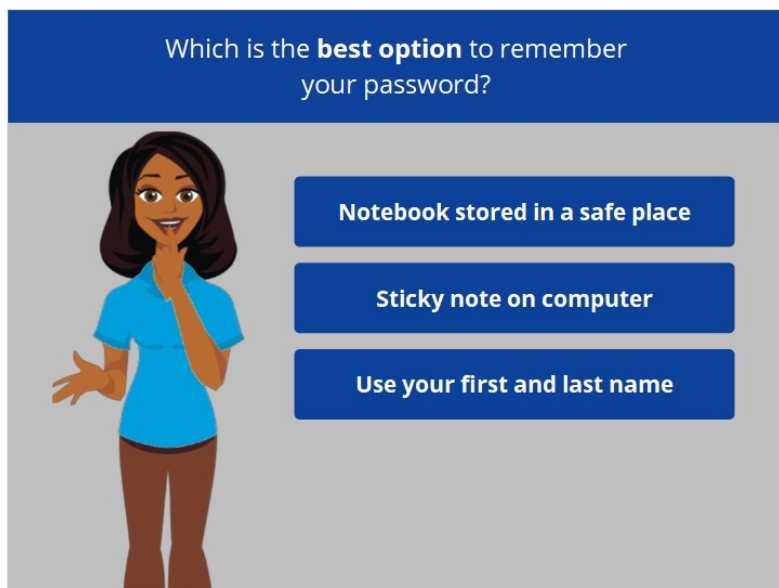
Good job! Dennis has logged in to his account on the website. Click Next to continue.



How do you know that a website is secure? Click on the area that shows the site is secure. Click on the Hint button if you need help.



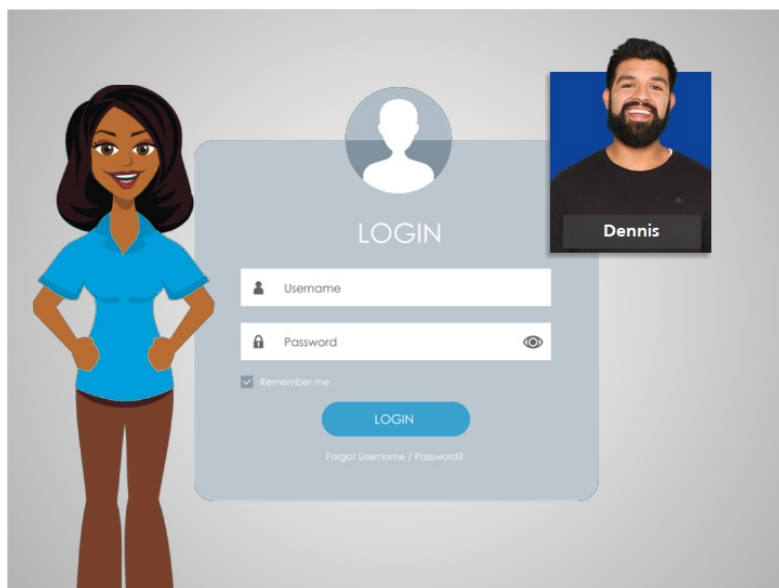
That's correct! Sites that begin with "https" and a padlock are websites that are secure and will protect your password information. Click Next to continue.



Which is the best option to remember your password?



That's right! Try storing your password in a safe location so it can't be accessed by others. Safe options include writing the password down in a notebook that is stored in a safe and secure location or use a secure password management mobile app or online application. Click Next to continue.



Great job! In this course, Dennis learned how to set up an account on a website. He created a username and password and used this account to sign in to a website. He also learned how to keep his account safe and secure. Why don't you give it a try?