

Creating a New Account Instructions

1. **Visit Our Website:** Navigate to our website's homepage using your preferred web browser.

[Sign in to your account](#)

2. **Select Sign-In Option:** Look for the "Sign Up" or "Create Account" option. This is found near the top right corner of the webpage next to the search box.
3. **Initiate the Sign-Up Process:** There will be a box to "Sign into an existing account" and a box to "create a new account".

The image shows two side-by-side forms. The left form is titled "Sign In to Existing Account" and contains fields for "Email:" and "Password:" with a "Sign In" button and a "Reset My Password" link. The right form is titled "Create New Account" (the title is circled in red) and contains fields for "Email:", "Password:", and "Retype password:" with a "Create Account" button.

4. **Fill Out the Box to create a new account:** Please fill out the required fields accurately:
 - **Email:** Provide a valid email address. This will be used for account verification and communication purposes.
 - **Password:** Create a strong password that is at least 8 characters long. You may use any combination of upper & lower case letters, numbers, and special characters (!@#\$%^&*-=|<>?/\). Password is case-sensitive and must be entered exactly the same way each time.
 - **Retype Password:** Re-enter the password you created to ensure accuracy.
5. **Complete the Sign-Up Process:** Once you have filled out all the required fields and agreed to the terms, click on the "Sign Up" or "Create Account" button to complete the process.

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6. **Enter your contact information:** Once you have created your username and password fill out the required personal information. Required boxes are marked with a red asterisk. Fill out the box with your First Name, Last Name, Address, Day Phone, and Birthday. Optionally, you may provide your title, Initials, Mobile phone, Citizenship status, Company, and/or Gender.

[Sign In](#) [Search](#) [Cart](#) [Account](#)

My Information

Enter your contact information and click Submit.

MY CONTACT INFORMATION
Required fields are indicated by an asterisk (*)

Title:

* First name:

Initial:

* Last name:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

* Day phone: - Ext.

Eve phone: - Ext.

Mobile: -

☐ Check here if you agree to receive mobile text notifications.

* Date Of Birth: (MM/DD/YYYY)

Citizen:

Company:

CustomFields

Gender

☐ Female ☐ Male

☐ Non-binary/Third gender ☐ Prefer to self-describe

☐ Prefer not to answer ☐ Other

If other, please specify:

☐ Check here to opt-out of occasional marketing emails.

Submit

7. **Shopping Cart.** After creating your account, you should be immediately directed to your shopping cart page. To browse and register for courses, selected the “Continue shopping” button located in the top left corner of the shopping cart screen.

Welcome, TestLiz [Sign Out](#) [Search](#) [Cart](#) [Account](#)

Shopping Cart

Preview the items in your cart. When you're ready to purchase, click Check Out.

← Continue Shopping

ITEM	PRICE	DETAILS
There are no items in your cart.		
TOTAL:		\$0.00

How did you hear about us?
--Select One--

8. **Login:** If you have left or closed the webpage, return to our website and use the “Sign In to Existing Account box to log in using your email and newly created password.

Sign In to Existing Account

Email:

Password:

Sign In

[Reset My Password](#)

Create New Account

Email:

Password:

Retype password:

Create Account

Congratulations! You have successfully created an account on our website. Welcome aboard!

If you encounter any issues during the sign-up process or have any questions, feel free to contact UNT
WISE - Workplace Inclusion & Sustainable Employment:

PH: 940-565-4000

FX: 940-565-3960

Email: untwise@unt.edu