

Sign Up Help User Guide

In the Sign up screen you will see various input fields for entering Information to create an account.

There are three buttons: Help, Cancel, and Sign Up.

Sign Up Screen Contents

1. Cancel Button

The cancel button will return you to the Login screen and cancel the sign up.

2. Sign Up Button

If the user does not have an existing account, and all the required input fields are valid and correctly entered, the signup button will register the user and successfully create a new account.

3. Email Field

The email field is not a required field. If entered, the email must be a valid working email address.

4. Address fields

The first address field is a required field. The other 2 address fields are not required fields. Once entered, the address must be a valid address and not left blank.

5. City and State Fields

Both the city and state fields are required fields. Once entered, the city and state fields must be valid and not left blank.

6. Zip Code Field

The zip code field is a required field. The zip code must be numbers only and a single dash in the appropriate position. The program allows for 5 digit (only) zip codes and 9 digit with a "-" character for the zip+4 zip code format. Once entered, the zip code must be a valid zip code.

7. Name Fields

Both the first name and last name fields are required fields. Title, Middle name, and suffix are not required fields. Once entered, the first name and last name fields must be valid and not left blank.

8. Phone Fields

Both phone fields are not required fields. If entered, the phone fields must follow a valid format and not be left blank. Valid formats include: 12543336789, 2543336789, 1-254-333-6789, (254)3336789, (254)333-6789, and 254-333-6789

9. Question and Answer Fields

All three security questions must be selected and answered. Answers must be valid answers and not left blank.

10. Username Field

The username field is a required field.

Logon ID/usernames must be unique and cannot be repeated for any other user.

Cannot begin with a number or special character.

Cannot be less than 8 characters long.

Cannot be longer than 20 characters.

Cannot contain special Characters.

Cannot contain, start with or end with spaces.

11. Password Field

The password field is a required field. Passwords must be complex passwords. They must contain at least three of the four types to be a valid password:

- Upper case characters (A through Z)
- Lower case characters (a through z)
- Numbers (0 through 9)
- Special characters (!@#\$%^&* No spaces allowed)

Passwords must also be:

- Cannot be less than 8 characters long
- Cannot be longer than 20 characters