**Step One: Locate Login**

1. Enter **Username**
2. Enter **Password**
3. Press **Login**

Graphical user interface, text, application

Description automatically generated

1

2

3

**Step One (continued): Create Account**

If you have not created an account, click on “Create Account”

Graphical user interface, text, application

Description automatically generated



**Step One (continued): Create Account**

If you are making an account:

1. Create a **Username.**
2. Enter your **personal email.**
3. Create a **Password.**
4. Press **Create Account**

Graphical user interface, text, application

Description automatically generated

4

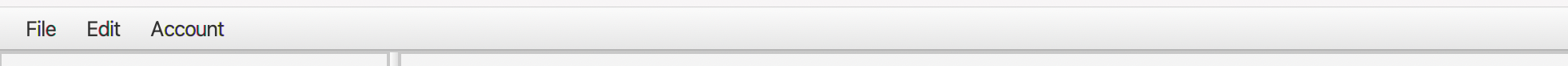
3

2

1

**Top panel**

There are three different options on the top panel which are **File, Edit, Account**.



* When you click on **File**, you will see a drop full of options like **New, Open, Save as,** etc.
* When you click on **Edit**, you will see options such as **Copy** and **Paste.**
* When you click on **Account,** you will see **Edit account** or **Log Out.**

**Main Panel**

On the left of the Main Panel, you are able to create new categories of your choosing and add each item to each of them. On the right of the Main Panel, you will be able to view all the items in each of the selected categories

Graphical user interface, text, application, email

Description automatically generated