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Table of Contents

[Overview 4](#_Toc208783544)

[System requirements 5](#_Toc208783545)

[Jira Cloud 6](#_Toc208783546)

[Sign up with work email 6](#_Toc208783547)

[Sign up with Google 7](#_Toc208783548)

[Sign up with Microsoft 7](#_Toc208783549)

[Sign up with Apple 7](#_Toc208783550)

[Sign up with Slack 7](#_Toc208783551)

[Sign in to Jira 7](#_Toc208783552)

[Create a project 8](#_Toc208783553)

[Create a ticket 8](#_Toc208783554)

# Overview

Jira is a project management and issue-tracking application that helps teams plan, track, and release software. Use Jira to manage your development workflow from initial planning through deployment.

This guide includes the following key tasks:

* Sign up for a Jira account
* Create a project
* Create a ticket

**Why use Jira for Agile development**?

Jira provides essential capabilities for Agile teams:

**Sprint planning and tracking**  
Create sprints, estimate work, and track progress with burndown charts and velocity reports. Monitor team capacity and adjust sprint scope as needed.

**Backlog management**  
Organize user stories, prioritize work, and maintain a healthy backlog. Use story points and time estimates to plan releases effectively.

**Cross-team collaboration**  
Share project status with stakeholders through customizable dashboards. Use @mentions and comments to keep team members informed.

**Continuous improvement**  
Generate reports on team performance, identify bottlenecks, and track improvement over time. Use retrospective data to optimize your processes.

# System requirements

**Browser requirements**

* Chrome 90 or later (recommended)
* Firefox 88 or later
* Safari 14 or later
* Microsoft Edge 90 or later

**Prerequisites**

* Administrative access to create projects
* A valid email address
* Basic understanding of Agile development concepts
* Stable internet connection

# Jira

Create a Jira cloud account using the following options.

* Work email ID
* Google account
* Microsoft account
* Apple account
* Slack account

## Sign up with work email

Signing up for Jira with a work email is the standard way to create an account for your team or company. It sets you up a dedicated Jira site for your projects.

To sign up,

1. Click [Jira](https://www.atlassian.com/try/cloud/signup?bundle=jira-software&edition=free) to open Jira cloud.
2. On the **Get started with Jira** screen, enter your work email.
3. Select **Sign up**. You will receive a 6-digit verification code in your work email.
4. On the **We’ve emailed you a code** screen, enter the code and select **Verify**.
5. On the **Add your account details** screen, enter your full name and password.
6. Click **Continue**.
7. On the **Let’s name your site** screen, Jira suggest a site name.
8. Verify the name or enter a new name your team recognizes in lowercase.
9. Select **Continue**.
10. On the **What kind of work do you do?** screen, select your department.
11. On the **Select a template to get started** screen, select a template.
12. Click **Continue.** The next screen that appears depends on your selection.

**Note:** You can changethetemplate later.

* + If the **Name your first project** screen appears:
    1. Enter your project name and select **Get started**.
    2. On the **what type of work do you do?** screen,select your work type.
    3. Select **Next**.
    4. On the **How do you track work?** screen, enter your statuses.
    5. Select **Finish**.
  + If the **Create project** screen appears:
    1. Enter your project name and select **Create project**.

Your project is created and the project screen appears.

## Sign up with Google

Signing up for Jira with your Google account makes logging in faster and easier because you use existing credentials. This is helpful for teams using Google Workspace, as you can share Google Drive files in Jira, track work from Google Calendar, and work on Jira tasks from Gmail.

To sign up,

1. Click [Jira](https://www.atlassian.com/try/cloud/signup?bundle=jira-software&edition=free) to open Jira cloud.
2. On the **Get started with Jira** screen, select **Google**.
3. The **Choose an account** screen or **Sign in** screen appears. Based on the screen that appears, perform one of the following options:
   * **Choose an account** screen
     1. On the **Choose an account** screen, select your account.

**Note**: To use a different account, select **Use another account** and follow steps in the *Sign in*screen.

* + 1. On the **Create your account** screen, enter your full name and select **Continue**.
  + **Sign in** screen
    1. On the **Sign in** screen, enter your email and select **Next**.
    2. On the **Choose how you want to sign in** screen, select either **Enter your password** or **Use your passkey**.
    3. On the **Create your account** screen, enter your full name and select **Continue**.

1. On the **Create a site** screen, Jira suggest a site name.
2. Verify the name or enter a name your team will recognize in lowercase.
3. Click **Continue.**

Your project is created, and the project screen appears.

## Sign up with Microsoft

## Sign up with Apple

## Sign up with Slack

## Sign in to Jira

## Create a project

A project is a container for work items such as tasks, bugs, and stories. Jira uses projects to organize and track these items to achieve a specific goal.

To create,

1. Click [Jira](https://www.atlassian.com/jira) to open Jira cloud.
2. On the **Great outcomes start with Jira** screen, select **Sign in**. For detailed sign in steps, see*Sign in to Jira.*
3. On the home screen, in the left pane, select the plusicon next to projects.
4. On the **Project templates** screen, select a template.
5. Select **Use template**.
6. Select the **Select a team-managed project** or **Select a company-managed project** button**,** depending on the project type.
7. On the **Add project details** screen,enter a name and key.
8. From the **Access** dropdown list, select an access level.
9. Select **Create project**.
10. On the **Bring the team with you** screen, enter teammate names or email addresses. Then, select their roles.

**Note**: Select **Skip** if you want to invite teammates later.

1. Select **Invite and continue**.

On the **Projects** screen, the project details appear. The system sends a notification to the teammates.

## Create a ticket

A Jira ticket is a record of work or a service request, such as a Bug, User Story, or Task.

To create,

1. Click [Jira](https://www.atlassian.com/jira) to open Jira cloud.
2. On the **Great outcomes start with Jira** screen, select **Sign in**. For detailed sign in steps, see*Sign in to Jira.*
3. On the left pane, select **Projects**.
4. On the **Projects** screen, select a project.
5. On the top right corner, select **Create**.
6. On the **Create** screen, project is selected by default.
7. From the **Work type** dropdown list, choose **Task, Bug, Story,** or **Epic**.

**Note**: You can add your new work type or edit existing ones.

1. From the **Status** dropdown list, choose **To Do, In Progress,** or **Done**.

**Note**: You can add your new status or edit existing ones.

1. On the **Summary** field, enter a title.
2. On the **Description** field, enter a detailed description.
3. (Optional) Enter the following details:
   1. **Assignee**: Select a specific team member.
   2. **Priority**: Set the urgency.
   3. **Labels**: Categorize and group similar issues.
   4. **Attachments**: Upload relevant files, screenshots, or designs.
   5. **Linked Issues**: Relate this ticket to other Jira issues.
4. On the **Assignee** field, enter an assignee or select **Assign to me**.
5. On the **Reporter** field, enter a reporter.
6. Select **Create**.

The ticket appears in the project backlog or board. The system sends a notification to the assignee.