

# Hands-on Lab: OpenAI Account Setup and API Key Generation - [Optional]

**Estimated Time:** 30 minutes

In this lab, you'll learn how to create an OpenAI account and generate an OpenAI API key.

## Learning Objectives

After completing this lab, you should be able to perform the following tasks:

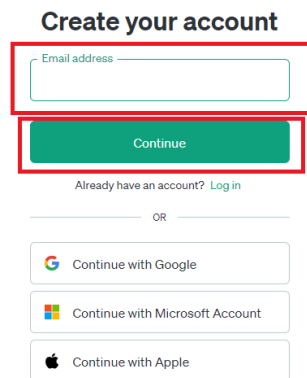
- Set up an OpenAI Account
- Generate an OpenAI/ Chat GPT API key

## Task 1: Steps to create an OpenAI Account

**Note:** Please create a new OpenAI account for API key generation.

Step 1: Launch the Website: [OpenAI Sign Up](#)

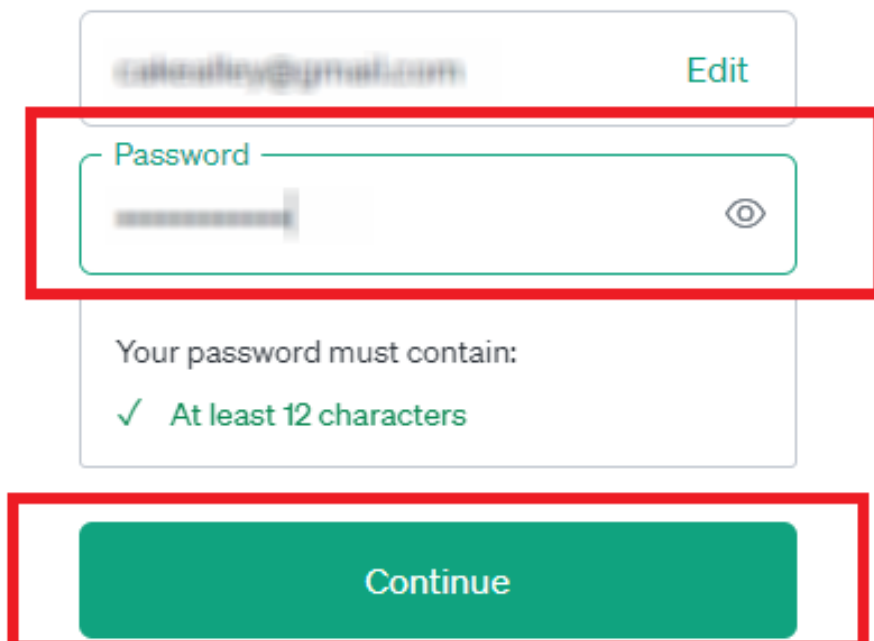
Enter your email ID and click **Continue**.



*Note: You can use your Google/Microsoft/Apple ID username/password to login by selecting the option below to create your account.*

Step 2: Create a new password as per the prompt. Press **Continue**.

## Create your account




Step 3: Verify your email address. OpenAI will send a verification email with a link to confirm your registration.

# Verify your email

We sent an email to [calvin@calvin@openai.com](mailto:calvin@calvin@openai.com).

Click the link inside to get started.

 Open Gmail

[Resend email](#)

Step 4: Enter your details: First name/Last name and date of birth in MM/DD/YYYY format. Click **Agree**.

## Tell us about you

By clicking "Agree", you agree to our [Terms](#) and have read our [Privacy Policy](#)

Agree

Step 5: An OpenAI landing page will appear. Please select **Key** logo -> **API Key** or use the link provided in the next section for API key generation.

9/1/25, 19:13

about:blank

platform.openai.com/docs/overview

Documentation API reference Examples

Search CTRL K

GET STARTED

Overview

Introduction

Quickstart

Models

Tutorials

Changelog

Welcome to the OpenAI developer platform

Start with the basics

Quickstart tutorial Examples

## Task 2: How to get OpenAI/ Chat GPT API key

Step 1: Log in here : [OpenAI API Key](#)

Step 2: Select **Verify your phone number to create an API Key**.

API keys

Your secret API keys are listed below. Please note that we do not display your secret API keys again after you generate them.

Do not share your API key with others, or expose it in the browser or other client-side code. In order to protect the security of your account, OpenAI may also automatically disable any API key that we've found has leaked publicly.

Verify your phone number to create an API key Start verification


You currently do not have any API keys


Create one using the button below to get started

+ Create new secret key

Step 3: Provide your phone number and indicate your preferred method for receiving the Verification Code.

## Verify your phone number



Do you have  WhatsApp?

YES

NO

Send code via SMS


Step 4: Enter the Verification Code that you have received via SMS/WhatsApp.

## Enter code

[Go back](#)

Please enter the code we just sent you.

Step 5: Select **Create new Secret Key**.





- Playground
- Assistants
- Fine-tuning
- API keys
- Files
- Usage
- Settings

### API keys

Your secret API keys are listed below. Please note that we do not display your secret API keys again after you generate them.

Do not share your API key with others, or expose it in the browser or other client-side code. In order to protect the security of your account, OpenAI may also automatically disable any API key that we've found has leaked publicly.

NAME	KEY	CREATED	LAST USED	
MyOpenApiKey	sk-...chz6	Nov 28, 2023	Never	 

+ Create new secret key

Step 6: Give a name to the API key that will be generated. Click **Create secret Key**.

## Create new secret key

Name Optional

Cancel

Create secret key

Step 7: Your OpenAPI key is now generated. Copy/paste the secret API key generated by clicking the button next to it. Since you will not be able to view this key later, ensure that you store it securely. Click **Done** once the task is finished.

## Create new secret key

Please save this secret key somewhere safe and accessible. For security reasons, **you won't be able to view it again** through your OpenAI account. If you lose this secret key, you'll need to generate a new one.

sk-vcD8yp00Mm4n4BXj04dXT3BIbkFJEcmz87yJ3DxUKfZchr6



Done

*Note: If you face any issues with API key in the labs, obtain a new email and register. Utilize the new email to generate the API key and follow the steps mentioned above.*

**Congratulations! You just completed this lab successfully on Setting up an OpenAI Account and Open AI API Key Generation.**

### Summary

In this lab, you have set up an OpenAI Account and generated an OpenAI API key.



# Skills Network