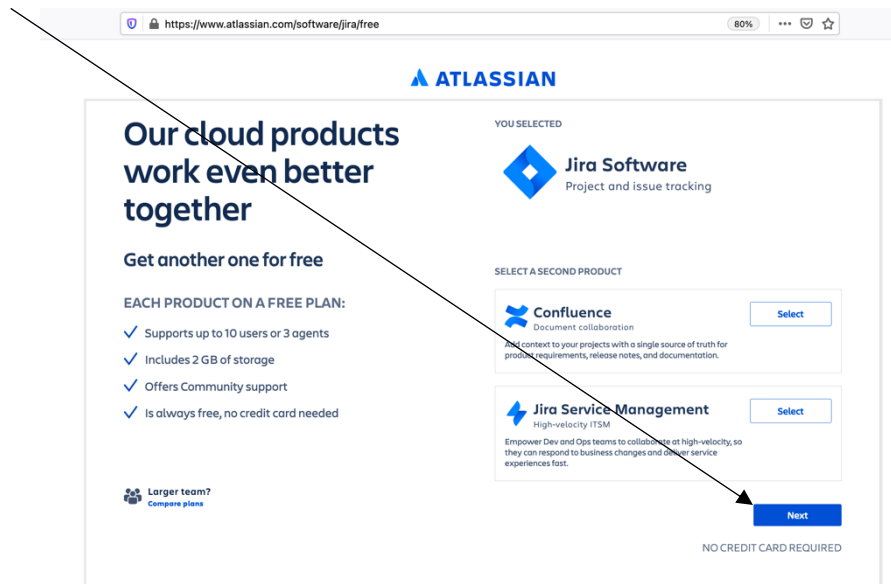
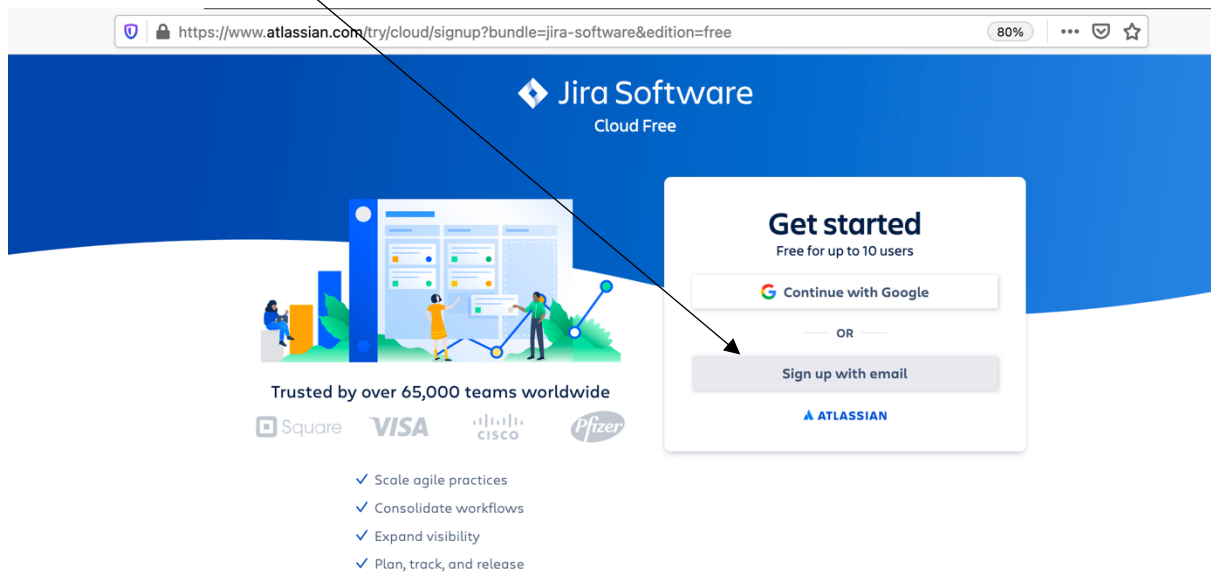


Signing up to Jira Cloud

1. The Scrum master should go to <https://www.atlassian.com/software/jira/try> to sign up, by first clicking “Next”.




2. Then, Click on “Sign up with email”.







3. Use your UNSW email address for registration on the next screen shown below.

Cloud Free




Trusted by over 65,000 teams worldwide.

- ✓ Scale agile practices
- ✓ Consolidate workflows
- ✓ Expand visibility
- ✓ Plan, track, and release

Get started

Free for up to 10 users

 Continue with Google

OR

Create your account

Work email *

Password *

Password strength: Strong


First name * Last name *

Matthew Sladescu

By clicking below, you agree to the Atlassian [Cloud Terms of Service](#) and [Privacy Policy](#).

Agree

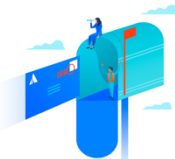
NO CREDIT CARD REQUIRED



4. When you see a screen like the one below, visit your email inbox and verify your account.

ATLASSIAN

Great, check your inbox



We've emailed a verification link to:



It will expire shortly, so verify soon.

Remember to check your spam folder.

Resend email

Need to change your email address?
You'll need to [create a new account](#)

5. The email verification link will take you to the page below. Use your team name, including the course code and lab prefix for the site name. (If you have special characters, you may need to adjust the name according to prompts on this page).

Let's get started

Give your site a name

Choose something familiar like your team or company

Continue

6. Click on “Skip question” for any questions like the ones shown below.

Welcome to Jira Software, Matt!

Answering these quick questions will help us personalize your experience. We'll keep your info safe in accordance with our [privacy policy](#).

What type of team do you work in?

IT Support

Customer Service

Finance

Marketing

Software Development

Other

Sales

Legal

Human Resources

Operations

Other

Skip question

Welcome to Jira Software, Matt!

Answering these quick questions will help us personalize your experience. We'll keep your info safe in accordance with our [privacy policy](#).

Which of these best describes what you do? This will appear in your profile.

Scrum Master

Founder

Student

Business Analyst

Other

Product Owner

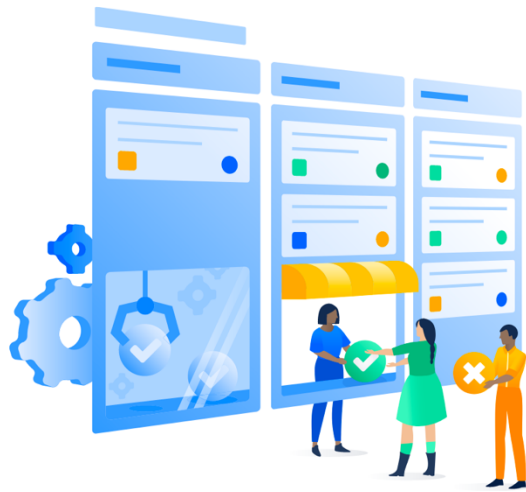
Program Manager

CTO

Other

Skip question

7. Add 3 of your team members' UNSW email addresses, **ensure that you uncheck the first checkbox in the screenshot below "Let anyone with a verified",** and then click "Next", (you can add additional later).



Invite your teammates

Bring your team along for the ride!

Add email address

Add email address

Add email address

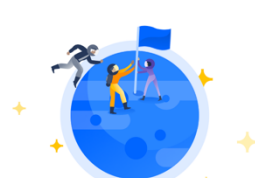
☐ Let anyone with a verified [redacted] email address join

☒ Let my teammates invite other people to our site

You can change these settings at any time.

[Continue](#)

8. Click on "Skip":



Help us set up your Jira

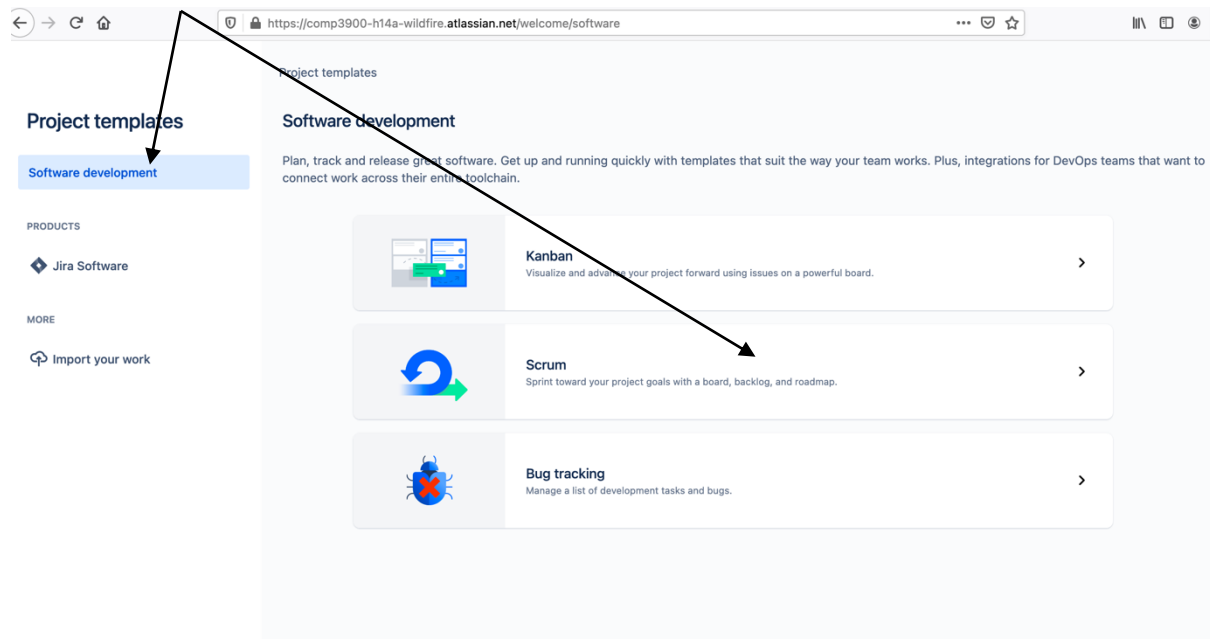
I am .

[Skip](#) [Next](#)

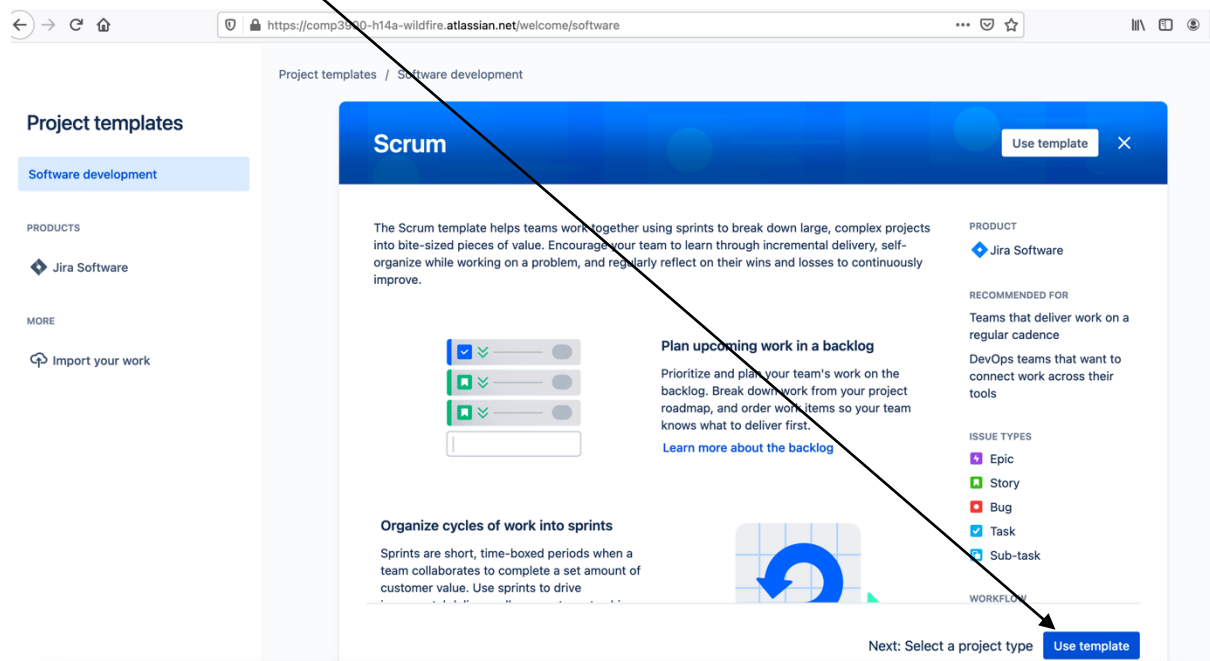
Recommend a project

Answer a few questions and we will suggest a project type that works best for you and your team.

9. Select “Scrum” (under the **Software Development**)



10. Click on the “Use template” button on the bottom right of the screen shown below:



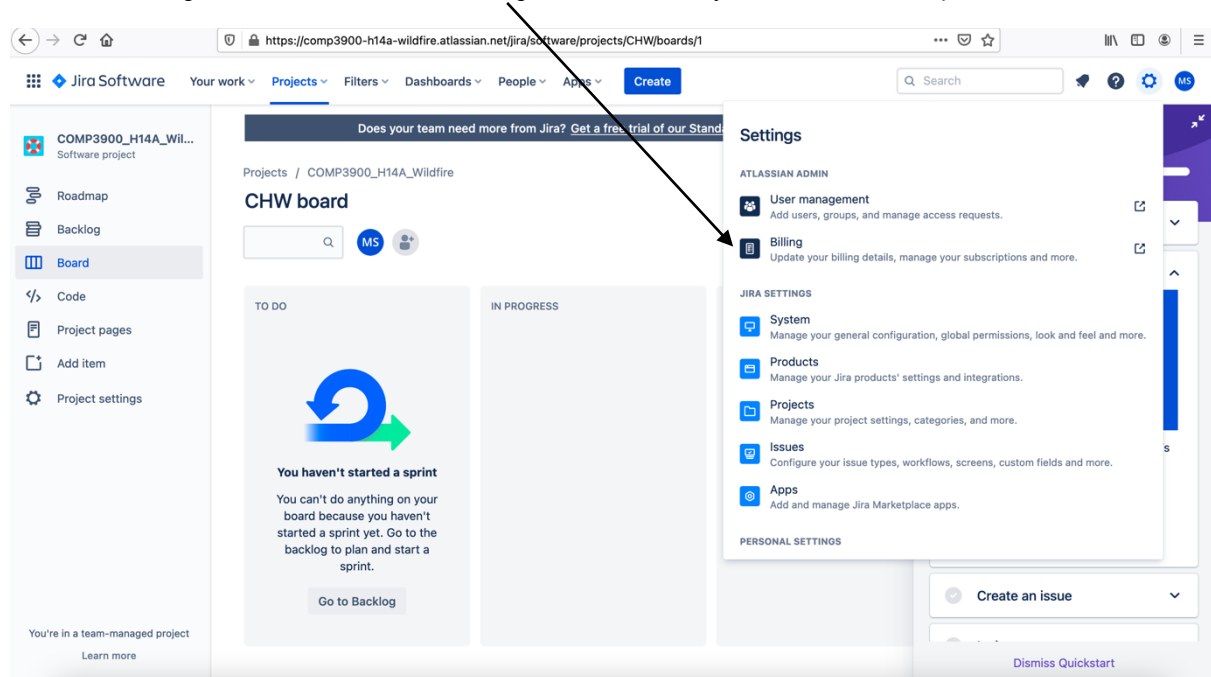
11. "Select a team-managed project":

The screenshot shows the Jira project creation interface. At the top, there's a 'Back to project template' link. The first section, '1 Project template', features the 'Scrum' template with a description and a 'Change template' button. The second section, '2 Choose a project type', includes a warning message: 'You'll need to create a new project if you decide to switch project types later.' Below this, there are two columns: 'Team-managed' and 'Company-managed'. The 'Team-managed' column has a description, a 'Simplified configuration' button, and a 'Select a team-managed project' button. The 'Company-managed' column has a description, an 'Expert configuration' button, and a 'Select a company-managed project' button. An arrow from the instruction points to the 'Select a team-managed project' button.

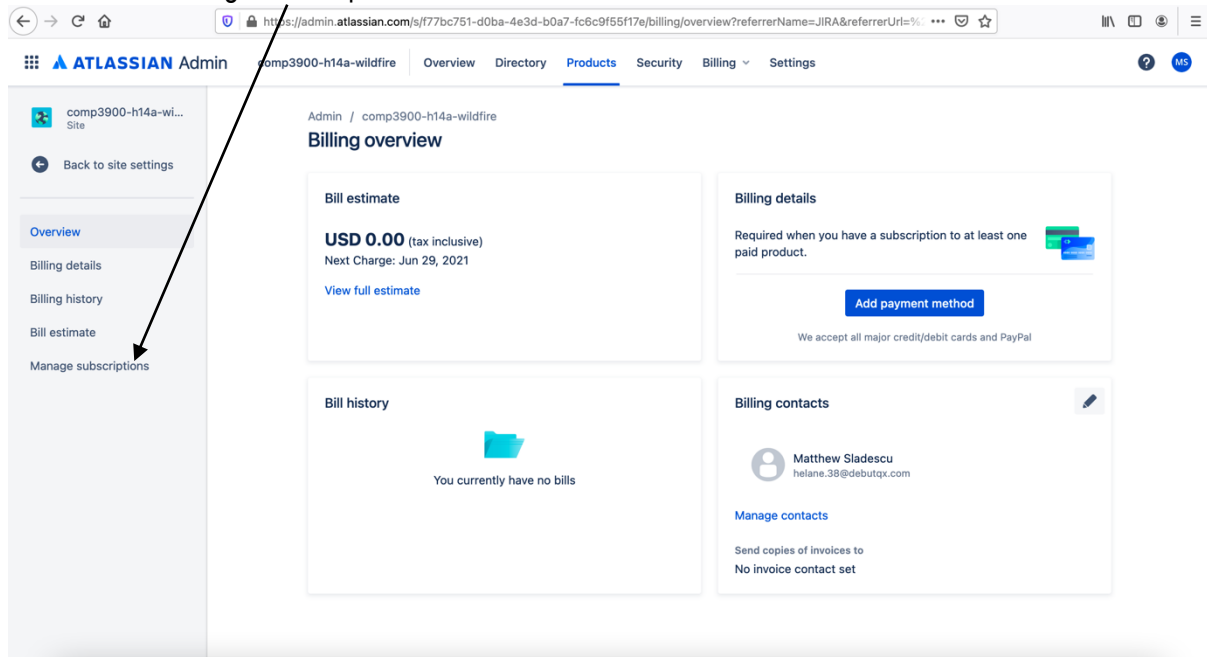
12. Give your project a name and click on "Create":

The screenshot shows the 'Create project' form. It has fields for 'Name' (containing 'COMP3900_H14A_Wildfire'), 'Key' (containing 'CHW'), and 'Template' (set to 'Scrum'). Below these is a section 'Connect work across your tools' with a checkbox and a description. At the bottom, there are 'Create' and 'Close' buttons. An arrow from the instruction points to the 'Create' button.

13. Click on the gear icon, and then on “Billing” to ensure that you are on the free plan.



14. Click on “Manage Subscriptions”



15. Check that you are on the “Free plan” as shown below.

The screenshot shows the Atlassian Admin interface for a site named 'comp3900-h14a-wildfire'. The 'Products' tab is selected in the top navigation bar. The main content area is titled 'Manage subscriptions' and displays a list of active subscriptions. The first subscription is 'Jira Software', which is on the 'Free plan' and has a price estimate of 'Free'. A black arrow points from the 'Free plan' text to the 'Manage users' button. Another black arrow points from the 'Manage users' button to the 'Manage users' text in the instructions below the screenshot. The right sidebar contains sections for 'Payment options', 'Bill estimate', and a note about missing subscriptions.

ATLASSIAN Admin comp3900-h14a-wildfire Overview Directory **Products** Security Billing Settings

Admin comp3900-h14a-wildfire

Manage subscriptions

Want to maximize your team's collaboration? [Add more Atlassian products.](#)

ACTIVE SUBSCRIPTIONS

Subscription	Users	Price estimate	Actions
Jira Software	1 of 10 users	Free	Free plan Change Manage users ...

[Cancel subscriptions](#)

Payment options

Start monthly subscription
[Add billing details](#)

See pricing, get a quote and pay for your site
[Choose annual payment](#)

Bill estimate
Jun 29, 2021 – Jul 29, 2021

Item	Amount
Jira Software (Cloud)	\$0.00
Free plan	
TAX	\$0.00
TOTAL	USD 0.00

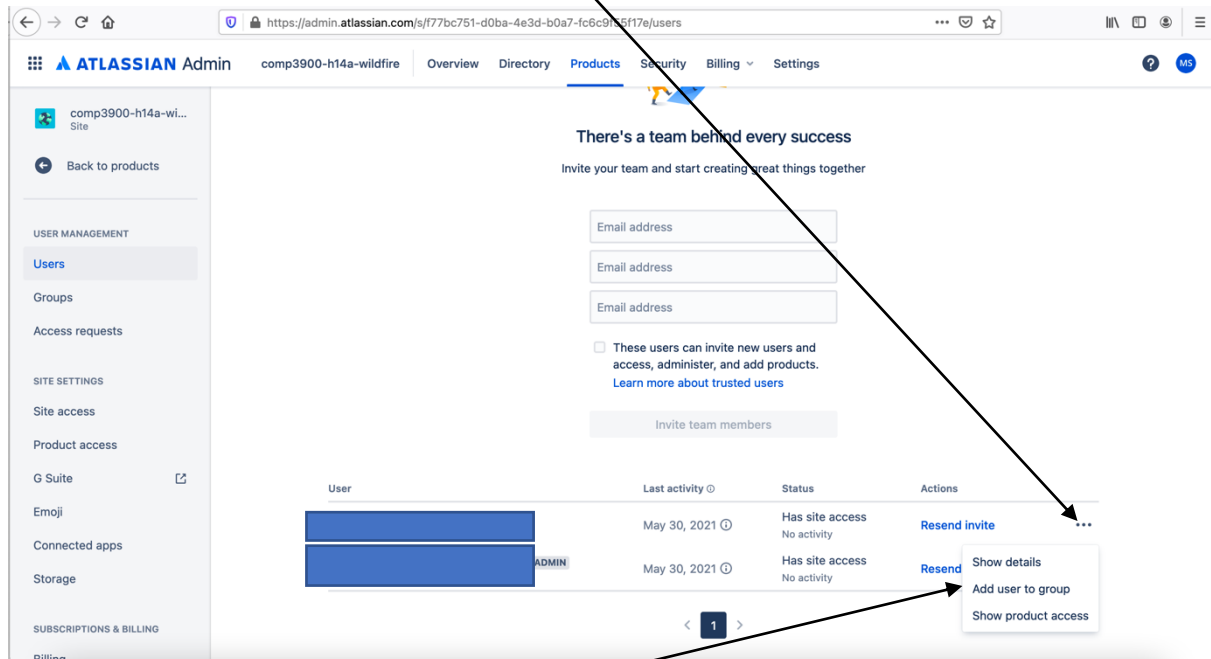
[View full estimate](#)

Can't see all your subscriptions here? Some of your products may be

16. If you are on the “Free Plan” shown above, go to step 17, OTHERWISE: click on “Change” on the screen above, and then select and configure your account to the “Free Plan”.

17. Once you’ve confirmed that you are on the “Free Plan”, click on “Manage users” on the screen above to add additional users, including your mentor!

18. After you've added additional members, set your mentor as a site admin, on the same "Manage users" page shown below, by clicking on the 3 dots for your mentor's account:



19. Then click on "Add user to group", then select "site-admins", and then "Add to groups".

