

Lab: OpenAI Account Setup and API Key Generation

Estimated Time: 30 minutes

Introduction

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

Important note: This lab is **not** required for the successful completion of this course. If you choose to complete this lab, the vendor will require a credit card for access to the API and to generate an API. You are responsible for the usage of your credit card and any other charges or fees that incur.

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**.

Create your account

Email address

Continue

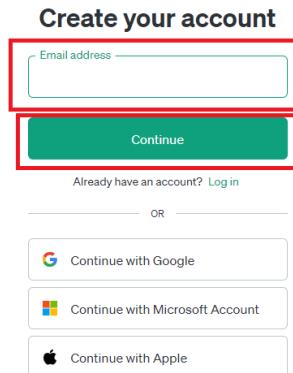
Already have an account? [Log in](#)

OR

 Continue with Google

 Continue with Microsoft Account

 Continue with Apple



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

The screenshot shows a registration form titled "Create your account". At the top left is an email input field containing "calviniley@gmail.com" with an "Edit" link to its right. Below it is a password input field with a red border, labeled "Password" and showing a masked password. To the right of the password field is a visibility icon (an eye symbol). A note below the password field states "Your password must contain:" followed by a green checkmark and the text "At least 12 characters". At the bottom is a large green "Continue" button with white text. The entire form is set against a light gray background.

calviniley@gmail.com Edit

Password

Your password must contain:

✓ At least 12 characters

Continue

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 anilshah@gmail.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.

The screenshot shows the URL bar with 'platform.openai.com/docs/overview'. The main content area has a navigation sidebar on the left with icons for Home, API reference, Examples, and a search bar with keyboard shortcuts (CTRL + K). The 'Documentation' section is selected. Below it, the 'GET STARTED' section is shown, with 'Overview' highlighted in a green box. Other options include Introduction, Quickstart, Models, Tutorials, and Changelog. A red box highlights the 'API keys' icon in the sidebar.

Documentation API reference Examples

Search CTRL K

GET STARTED

Overview

Introduction

Quickstart

Models

Tutorials

Changelog

The screenshot shows the homepage with a navigation bar for API reference and Examples. The main content features a 'Welcome to the OpenAI developer platform' message and a 'Start with the basics' section. Two buttons are shown: 'Quickstart tutorial' (blue gradient) and 'Examples' (red gradient). On the left, a sidebar lists links: Home, Playground, Assistants, Fine-tuning, API keys (highlighted with a red box), Files, Usage, and Settings.

Task 2: Get an 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.

The screenshot shows the 'API keys' section of the OpenAI dashboard. On the left is a sidebar with icons for Playground, Assistants, Fine-tuning, API keys (which is selected and highlighted in green), Files, Usage, and Settings. The main area displays a message: 'Your secret API keys are listed below. Please note that we do not display your secret API keys again after you generate them.' Below this is another message: '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.' A green button labeled 'Verify your phone number to create an API key' is present, with a red box highlighting the 'Start verification' button next to it. A message below the button states: 'You currently do not have any API keys. Create one using the button below to get started.' At the bottom is a small link '+ Create new secret key'.

Step 3: Provide your phone number and indicate your preferred method for receiving the verification code.

Verify your phone number

The screenshot shows a 'Verify your phone number' form. It includes a dropdown menu with a flag icon, a large input field for a phone number (partially blurred), and a question 'Do you have WhatsApp?' with 'YES' and 'NO' buttons. Below this is a large green button labeled '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.

000 000

Step 5: Select Create new Secret Key.

The screenshot shows the 'API keys' section of the OpenAI dashboard. On the left is a sidebar with icons for Playground, Assistants, Fine-tuning, API keys (which is selected and highlighted in green), Files, Usage, and Settings. The main area has a heading 'API keys' and a note: 'Your secret API keys are listed below. Please note that we do not display your secret API keys again after you generate them.' Below this is another note: '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.' A table lists one key: MyOpenApiKey, sk-..., created on Nov 28, 2023, and never used. At the bottom is a red-bordered button labeled '+ 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

MyOpenApiKey

[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.

k-vcD8yp00Mm4n4BXj04dXT3BlbkFJEecmz87yJ3DxUKfZchr6



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.

Author(s)

Vandana Pandey



Skills Network