# Annual Credit Report

Time required: 15 minutes

**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

## Lab Description

Security experts recommend that one means to reduce personal risk for consumers is to receive a copy of their credit report at least once per year and check its accuracy to protect their identity. In this project, you access your free credit report online.

1. Use your web browser to go to [www.annualcreditreport.com](http://www.annualcreditreport.com). Although you could send a request individually to one of the three credit agencies, this website acts as a central source for ordering free credit reports.
2. Click **Request your free credit reports**.
3. Read through the three steps and click Request your credit reports.
4. Enter the requested information and click Continue and then Next.
5. Click **TransUnion**. Click Next.
6. After the brief processing completes, click Continue.
7. You may then be asked personal information about your transaction history to verify your identity. Answer the requested questions and click Next.
8. Follow the instructions to print your report.
9. **Insert a screenshot without showing any personal information:**

Click or tap here to enter text.

1. Review it carefully, particularly the sections of “Potentially negative items” and “Requests for your credit history.” If you see anything that might be incorrect, follow the instructions on that website to enter a dispute.
2. Follow the instructions to exit from the website.
3. Close all windows.

## Assignment Submission

Attach this completed document to the assignment in Blackboard.