

# Setting Up an Account and Using ChatGPT

## Getting Started with ChatGPT: A Quick Guide

### 1. Visit the ChatGPT Website

Go to <https://chatgpt.com/>  in your web browser.

### 2. Sign Up or Log In

- If you're new, click **"Sign Up"** and create an account using your email, Google, or Microsoft account.
- If you already have an account, click **"Log In"** and enter your credentials.

### 3. Type in a prompt (message) and get started!

**4. When you are ready to start a new conversation, look for the "New Chat" button in the** upper-left corner of the screen.

### 5. Which model should I use?

**The models change constantly, but here is a rough rule of thumb:**

1. The more complex the task, the more advanced the model that you should use. For example, are you building the strategic plan for your business? If so, you are going to be better served by the most advanced model and probably a paid subscription.
2. Every day tasks, such as reformatting information, writing emails, generating lists, etc. will work with any model.
3. All of the examples in this course were done with the least capable model. This means that everything that you will use will be more advanced. **All of the prompt patterns should work, regardless of the model.** However, the quality of the output that you get will generally increase with the sophistication of the model.
6. Everything is changing so fast, will these skills be obsolete tomorrow? NO! **The techniques in this course will work with any model and prepare you for success.**

Yes, new models are coming out all of the time. However, prompt engineering is about understanding how these models work and how to think about and solve problems with these tools. This course will teach you a different way of thinking and approaching problem solving with these models. You will be able to apply the techniques you learn with any model. Learning these fundamental techniques will give you a huge advantage in everything from understanding how AI Agents work to designing an AI strategy for your business.