

Registration

The first step to using Kete is to register - all that is needed is an email address, a password, user name and login name. Your user name and login name can differ.

Preparation

Email: If you don't have an email address use one of the free providers - information about choosing and signing up is provided on the [APN wiki](#).

CC Licenses and Terms & Conditions: You need to choose a default Creative Commons license, and accept the site's Terms and conditions, Privacy policy and House Rules. Read the information on Kete before beginning to register.

Login: This is your **private login name** and will not be seen by other Kete users. It must be unique and we will check that it is available for use and let you know if it isn't. It must not contain any spaces or punctuation, and is case sensitive so be careful about capitals and lower case letters.

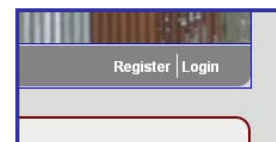
Password: Choose a password that only you know and which is not easy to guess. A good password would be 6 - 8 characters long and include a mixture of letters and numbers. We can not see your password; if you forget it you will need to contact us.

User name: This is your **screen name**, and will display on any topics or items you contribute. It could be your real name, especially if you want people to be able to find you, but it could also be a nickname. It can contain spaces and capitals

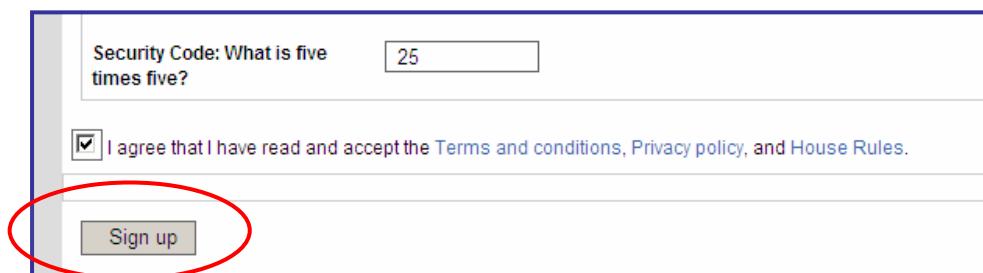
Register

Once you start the registration process you will need to work fairly steadily to enter the required information. If you find you have troubles with the security code at the end it is because it expired while you were filling out the information; no problem - but you will have to start again!

Use the **Register** link in the top right hand corner of the screen.



Fill in your details, answer the security question, accept the conditions, and click on **Sign up**.

A screenshot of a registration form. At the top, there is a security question: 'Security Code: What is five times five?' followed by a text input field containing the number '25'. Below this is a checkbox that is checked, with the text 'I agree that I have read and accept the Terms and conditions, Privacy policy, and House Rules.' At the bottom of the form, there is a 'Sign up' button, which is circled in red.

Fill in your details

Login

Email

Password

Confirm Password

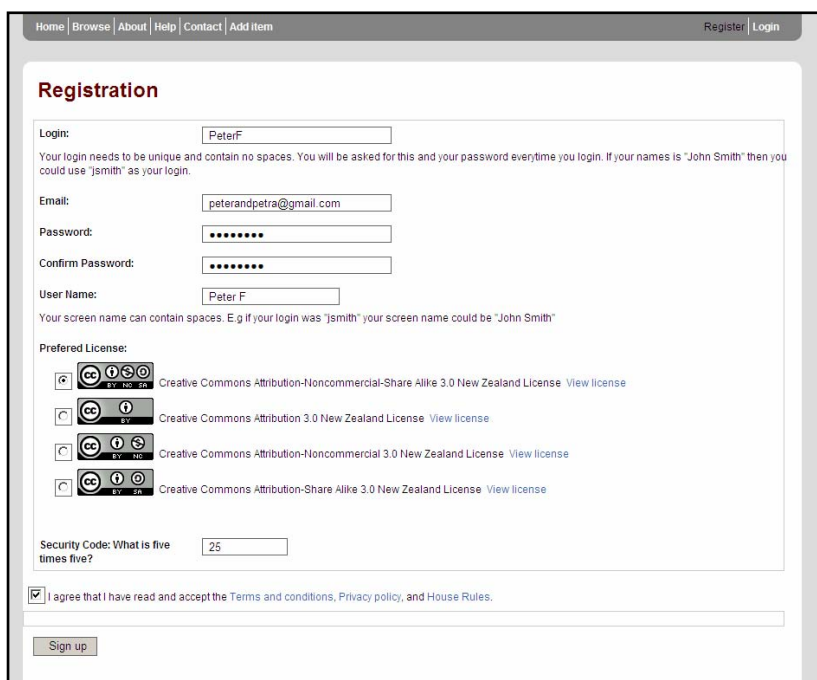
User name

Select licence

Answer the security question

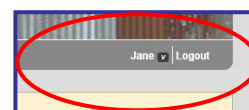
Accept the Terms and conditions,
Privacy policy and House Rules

and Sign up



The screenshot shows the registration page of a website. At the top, there is a navigation bar with links for Home, Browse, About, Help, Contact, and Add Item. On the right side of the navigation bar, there are links for Register and Login. The main heading is "Registration". Below the heading, there are several input fields: Login (with "PeterF" entered), Email (with "peterandpetra@gmail.com" entered), Password (with masked characters), Confirm Password (with masked characters), and User Name (with "Peter F" entered). Below these fields, there is a section for "Preferred License" with four radio button options, each with a Creative Commons license icon and text. Below the license options, there is a "Security Code" field with the value "25" and a question "What is five times five?". At the bottom, there is a checkbox for "I agree that I have read and accept the Terms and conditions, Privacy policy, and House Rules." and a "Sign up" button.

Your registration is successful when you see your name in the top right-hand corner of the screen.



You will receive an email confirming your registration – if necessary follow the instructions to activate your registration.

If you see an error message

If there is a problem with your registration you will receive an error message –

- change the details where necessary (you may need to change your login or user name),
- fill in any fields that have been cleared,
- re-do the security code or question and the conditions of use, and sign up.

Your account

Once registered, you will need to **Login** each time you use Kete. While logged in to Kete you will see your User Name in the top right hand corner of the screen (instead of the **Register** link). Click on your User name for your **Profile** details.