

May Community Center Computer Class

CREATE YOUR FREE CHATGPT ACCOUNT

HERE'S WHAT WE'RE GOING TO DO

You are going to create your own free ChatGPT account using your email address.

- You do NOT need to purchase a paid subscription for this exercise.
- You will need to access your email in class today using either your phone or the PC.

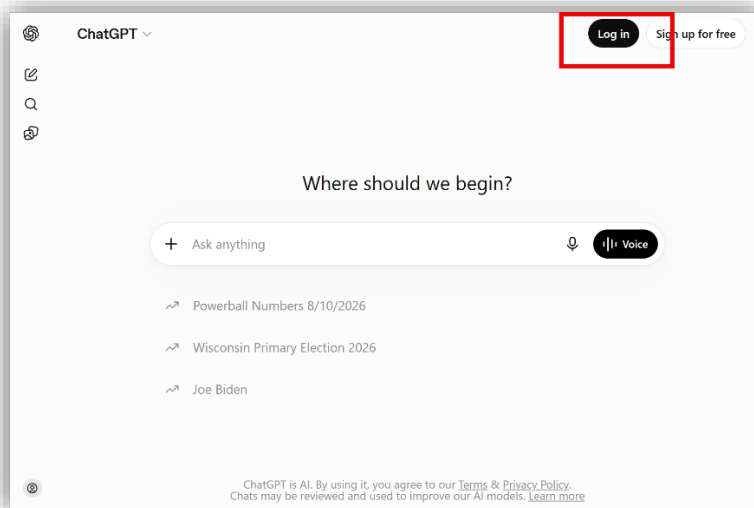
If you think this will be a problem, please let your instructor know.

HERE'S HOW TO DO IT

1. Open the ChatGPT Website

- Open **Google Chrome** or another web browser.
- Click in the address bar at the very top of the screen.
- Type: **chatgpt.com**

Press **ENTER** on your keyboard.



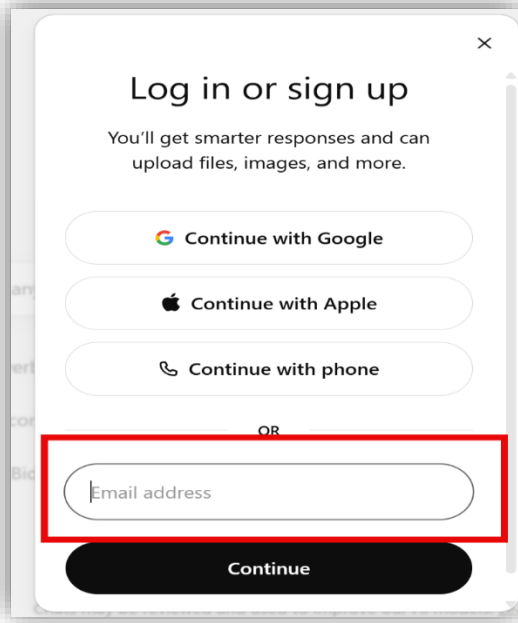
2. Choose Log In or Sign Up

Look for:

Log in or sign up

Click it.

You should see several ways to create an account.



3. Enter Your Email Address

For this exercise, **DO NOT** choose Continue with Google, Apple, or phone.

Find the box labeled:

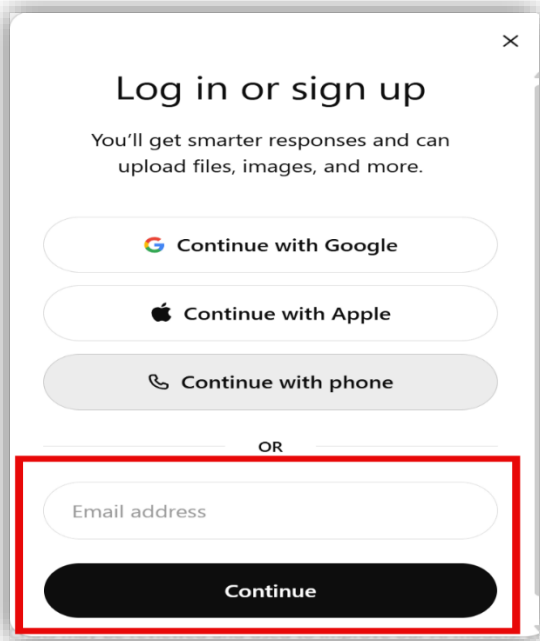
Email address

- Click inside the box.
- Type your complete email address.
- For example: yourname@example.com

Carefully check what you typed.

Then click:

Continue



Log in or sign up

You'll get smarter responses and can upload files, images, and more.

 Continue with Google

 Continue with Apple

 Continue with phone

OR

Email address

Continue

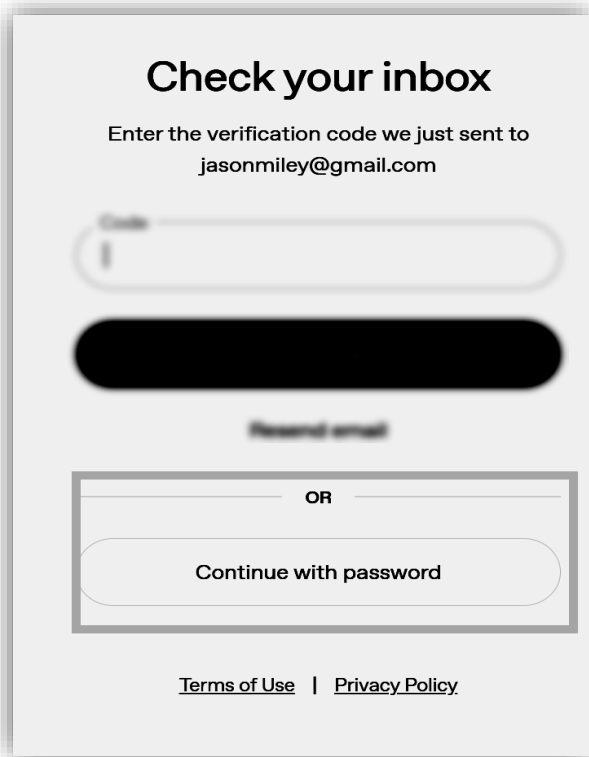
✓ CHECK YOUR WORK

Before continuing, make sure:

- ☐ Your complete email address is entered.
- ☐ There are no spelling mistakes.
- ☐ You entered an email account that you can open and check.

4. Check Your Email for a Verification Code

- After you enter your email address and click Continue, ChatGPT will display:
Check your inbox
- ChatGPT has sent a verification code to the email address you entered.
- Leave this ChatGPT screen open.
- Open another browser tab and go to your email or
- Check your email on your phone.



Check your inbox

Enter the verification code we just sent to
jasonmiley@gmail.com

Code
1

Resend email

OR

Continue with password

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💡 WHAT IS A VERIFICATION CODE?

- A verification code is a short, temporary code that proves:
"Yes, this email address belongs to me."

5. Find the Email from OpenAI

- Look in your email inbox for the message containing your verification code.
- Open the message and find the code.

⚠️ CAN'T FIND THE EMAIL?

Wait a minute or two and check again.

Also check your:

- Spam
- Junk
- Promotions

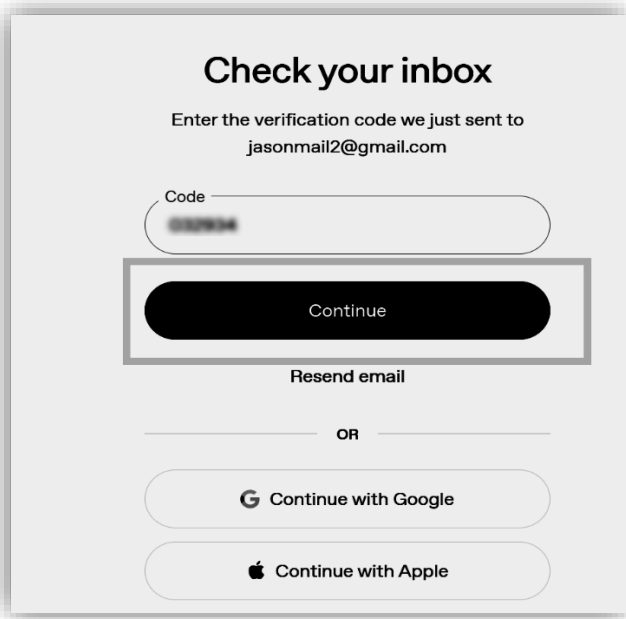
folders.

If the message still does not arrive, return to ChatGPT and click:

Resend email

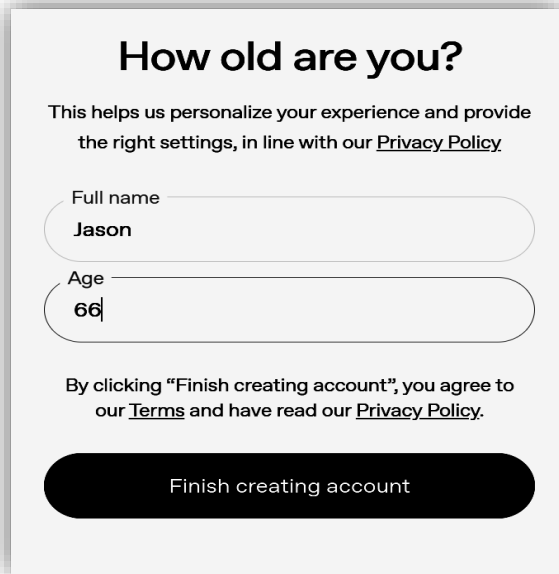
6. Enter the Verification Code

- Return to the ChatGPT browser tab.
- Click in the box labeled:
- Code
- Type the verification code from your email.
- Then click:
 - **Continue**

A screenshot of the ChatGPT verification interface. At the top, it says "Check your inbox" in bold. Below that, it says "Enter the verification code we just sent to jasonmail2@gmail.com". There is a text input field labeled "Code" with a blurred verification code inside. Below the input field is a large black button with the word "Continue" in white. Underneath the button is a link that says "Resend email". Below this is a horizontal line with the word "OR" in the center. At the bottom, there are two buttons: "Continue with Google" (with the Google logo) and "Continue with Apple" (with the Apple logo).

7. Finish Creating Your Account

- Return to ChatGPT if necessary.
- ChatGPT may ask you for some additional information.
- Read each screen carefully and follow the instructions.
- When you are finished, click "**Finish creating account**".



How old are you?

This helps us personalize your experience and provide the right settings, in line with our [Privacy Policy](#).

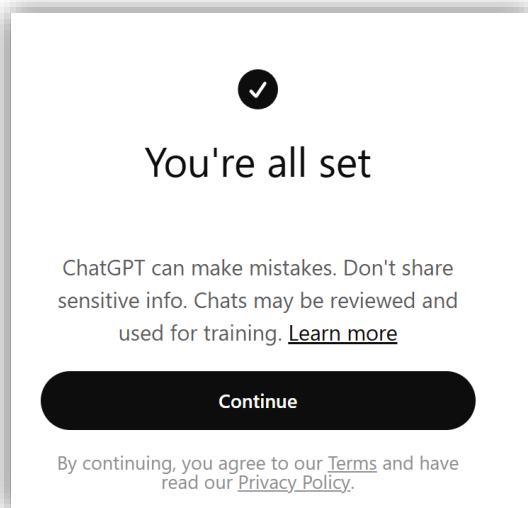
Full name
Jason

Age
66

By clicking "Finish creating account", you agree to our [Terms](#) and have read our [Privacy Policy](#).

Finish creating account

- You should arrive at the main ChatGPT screen.
- Click "Continue"



✓

You're all set

ChatGPT can make mistakes. Don't share sensitive info. Chats may be reviewed and used for training. [Learn more](#)

Continue

By continuing, you agree to our [Terms](#) and have read our [Privacy Policy](#).

NOW LET'S MAKE SURE IT WORKED

We don't want to just assume everything worked.

Let's prove it.

8. Ask ChatGPT a Question

- Find the box where you can type a message to ChatGPT.

- Click inside the box.
- Type:

Give me three interesting facts about Texas.

- Press **ENTER**.
- Wait a few seconds.
- ChatGPT should answer your question.

✓ CHECK YOUR WORK

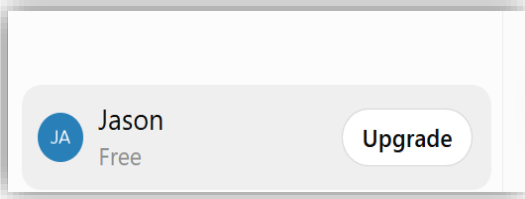
Did ChatGPT answer?

YES? Good!

Now let's make sure you really created an account.

9. Check That You Are Signed In

- Find your **profile/account button** in ChatGPT.
- You should see information showing that you are signed in.
- Look for the **name and the word Free under it**.



✓ FINAL CHECK

You are finished if:

- ☐ ChatGPT opens normally.
- ☐ You can type a question and receive an answer.
- ☐ You can see that you are signed in.
- ☐ The account shows the correct email address.

If all four are true:

 **SUCCESS!**

You have created your own free ChatGPT account using your email address.

 REMEMBER HOW TO GET BACK IN

The next time you want to use ChatGPT:

1. Open your web browser.
2. Go to **chatgpt.com**.
3. Choose **Log in or sign up**.
4. Enter the **same email address** you used today.
5. Click **Continue**.
6. Enter your **ChatGPT password** if requested.

 IMPORTANT

- Your **email address** identifies your ChatGPT account.
- Your **ChatGPT password** lets you sign in to it.
- Keep both in a safe place.

 WHAT IF I FORGET MY PASSWORD?

Don't panic.

On the ChatGPT sign-in screen:

1. Enter your email address.
2. Click **Continue**.
3. Choose **Forgot password?**
4. Check your email.
5. Follow the instructions to create a new password.

 DON'T ACCIDENTALLY BUY SOMETHING

ChatGPT has both **free and paid plans**.

You may occasionally see an offer to upgrade.

You do not need to upgrade or enter a credit card to use the Free plan for this class.

If you see something asking you to pay and you are unsure what to do:

STOP and ask your instructor.