

## 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. Kete has information on [licensing](#), and the [Terms and conditions](#), [Privacy policy](#) and [House rules](#).

**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**.

## Fill in your details

**Login**

**Email**

**Password**

**Confirm Password**

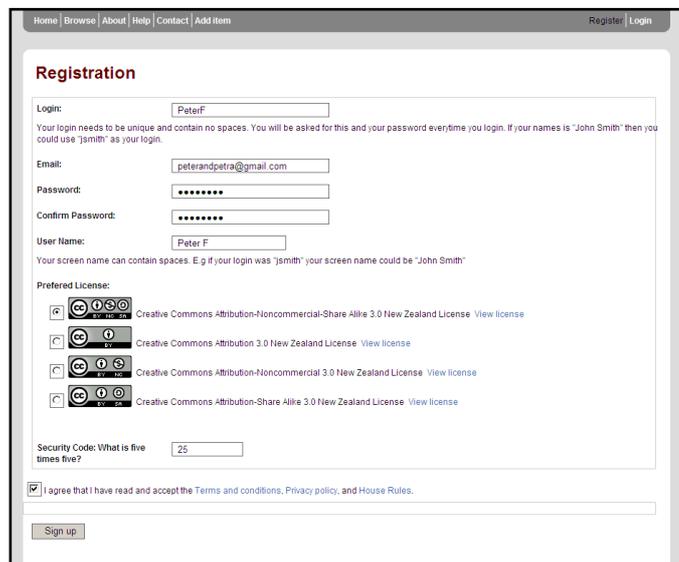
**User name**

**Select licence**

**Answer the security question**

**Accept the Terms and conditions, Privacy policy and House Rules**

*and Sign up*



The screenshot shows a web browser window with a navigation bar at the top containing links for Home, Browse, About, Help, Contact, and Add Item. On the right side of the navigation bar are links for Register and Login. The main content area is titled "Registration" and contains the following fields and options:

- Login:** A text input field containing "PeterF". Below it is a note: "Your login needs to be unique and contain no spaces. You will be asked for this and your password everytime you login. If your names is 'John Smith' then you could use 'jsmith' as your login."
- Email:** A text input field containing "peterandpetra@gmail.com".
- Password:** A password input field with masked characters.
- Confirm Password:** A password input field with masked characters.
- User Name:** A text input field containing "Peter F". Below it is a note: "Your screen name can contain spaces. E.g if your login was 'jsmith' your screen name could be 'John Smith'".
- Preferred License:** A list of four Creative Commons license options, each with a radio button and a "View license" link:
  - Creative Commons Attribution-Noncommercial-Share Alike 3.0 New Zealand License
  - Creative Commons Attribution 3.0 New Zealand License
  - Creative Commons Attribution-Noncommercial 3.0 New Zealand License
  - Creative Commons Attribution-Share Alike 3.0 New Zealand License
- Security Code:** A text input field containing "25". The label reads "Security Code: What is five times five?".
- I agree that I have read and accept the Terms and conditions, Privacy policy, and House Rules.
- A "Sign up" button at the bottom.

You will receive an email with an activation code - follow the instructions to activate your registration. You will also receive an email when you are successfully registered.

### 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, including 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.