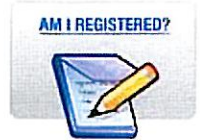# 1.1 Getting Started – Registering with Kete

Register:	Description: In order to add or update things in Kete, you need to Register – this only needs to be done **once**.

Before you start on the computer, there is some **preparation**:

❶ To register with Kete you must have an **email address** – if you don't already have one, you can get a free one from the Internet – e.g. go to www.hotmail.com and click on Sign Up.

❷ Decide on a **login name** and a **password** – you should keep this secret – but don't forget it!
A good password would be 6-8 characters long and include a mixture of letters and numbers.

User Name:	Clue to password:

❸ **Optional** - decide on:
- a **User Name** – this is a screen name – such as your name or the name of your group
  e.g. John Smith, ABC Club, XYZ Ltd. It can contain Capital Letters and spaces.
- whether you want your **email visible** to people on Kete.
- a list of your **Interests** to show on Kete.

Now you are ready to get on the **Internet** and Register:

❹ Open your **Internet Browser** (e.g. Internet Explorer or Mozilla Firefox)

❺ In the URL (address line) type in the address for Kete:

horowhenua.kete.net.nz
(this needs to be exactly right so please double-check your typing!)

This takes you to the homepage of Kete:

❻ Click on the **Register** button at the top-right of your screen:

❼ Fill in the fields in the
Registration screen:

Your **Login** must be unique in Kete (and Kete will check this).

Your **email** address will be used to send you a confirmation message by email.

Your secret **password.**

As a check **retype** your **password.**

Your **User Name** (optional).

Click in the box if you want your **email** to be **visible** to other Kete users (optional).

Type in your list of **Interests** (also optional).

Type in the **Security Code** shown in the greyed-out box exactly as it is shown – i.e. capitals and lower case are important.

Tick the box that acknowledges that you have read and accept the Terms and Conditions etc. for Kete.

Then click on the **Sign up** button.

Registration

Login	jsmith

Your login needs to be unique and contain
"John Smith" then you could use "jsmith" a

Email	jsmith254@hotmail.com
Password	********
Confirm Password	********
User name	John Smith

Your screen name can contain spaces. E.g.

email visible ☐

Tick if you want others to see your email ad

Interests	Genealogy, Photography

Your research or interest areas in Kete.

Security Code:
Please enter the text from the image to the right

YP5SQS   YP5SQS

Text is case sensitive

☑ I agree that I have read and accept the Terms and cond

[Sign up]

Should you get an **error message** – just check out what it says then:
- **Change** the item(s) in error.
- **Retype** any fields that have been cleared (e.g. User name, email visible and Interests).
- Type in the **new Security Code** the system has generated.
- Re-check the **I agree … box.**
- And click on the **Sign Up** button again.

Registration

1 error prohibited this user fror

There were problems with the following fields:

- Security code doesn't match confirmation

Note: The **Security Code** is only valid for a **short time**, so it is not uncommon for the registration process to take several attempts. While it is annoying, it is actually a **security feature!**

Once you have successfully registered, you will be automatically logged into Kete and can start using Kete. When you visit Kete **in the future**, you will need to **Login** to Kete – see sheet 1.2.