[Brandmark of TELUS Wise]

[Introduction to the Internet with TELUS Wise]

[18. Register and fill out online forms]

[A blank browser page appears on the screen. The "Sign Up" button is displayed and the message "Already have an account?" is below. "Log in" is a link.]

[Voice of a Woman]: Some websites may require you to register to use them, such as sites you pay to use or sites where you can post content.

[The Kijiji home page is displayed. The finger taps the button "Post Ad". The "Sign in" page appears. The information is typed in the text boxes. The finger taps on the "Sign in" button.]

For instance, on Kijiji.ca, you cannot post an ad until you've registered. If you try to post an add by clicking on "Post ad" without first registering, it'll take you to this page. If you're already registered to use the site, it means that you have an account on the site and you can click on sign in. Once you sign in, the website will know who you are.

[The finger taps on the "Register now" button and an online form is displayed.]

If you are not already registered, you'll need to click on "Register" and make a new account. Where you'll be asked to fill out an online form.

[The text box is in close-up, one by one.]

Typically, you will see a series of text entry boxes on the online registration forms. Just click on a box and type into it. If you're using a phone or tablet, the on-screen keyboard will pop-up when you tab on a text box.

[The first name box is in close-up. The letter M is entered and an autofill menu unfolds. The options are Marcus and Michael.]

Text boxes are often set to autocomplete. That means they guess what you're going to type, based on what you or other people have typed in the past.

When an auto complete menu appears, take a look at the suggested options and save yourself some typing, by clicking or tapping on a selection, if appropriate.

[The name Marcus Jones is entered in the text box and an email address is entered in the email box. Then a word is entered in the "Password" textbox.]

If none of the options are what you want, go ahead and finish what you were going to type.

To register for most websites, the form will ask you to enter your email address.

[The home page of the Canada Revenue Agency website is displayed. The Social Insurance Number is requested to validate the identity of the user. As soon as the number is entered, a new page is displayed, entitled "My Account for Individuals".]

Government sites may request more information, such as your Social Insurance Number.

Before you enter your sensitive information on an online form, ensure that the website is legitimate.

[The image of a TELUS Alert video is displayed.]

See our "Keeping yourself safe: avoiding online scams" video to learn more about confirming a websites validity.

[A laptop appears on the screen. The Google home page for creating a Gmail email is displayed.]

If you don't have an email address, you can register with a free webmail service, like Outlook or Gmail.

[The image of a TELUS Alert video is displayed.]

See our "Setting up an email account" video for instructions how to do that.

[The home page of a generic email service is displayed. An email with the subject "Complete your kijiji registration" is in the inbox. The finger taps on the email and it opens. The following text is displayed.

"Congratulations! You are almost done registering for Kijiji. Clickhere to confirm your email address. »]

When you sign up for an account, you'll usually get an email, making sure that the address you use to register belongs to you. If you get and email like this, only click on the link if you've only just registered for that site. If you haven't, the email is probably a scam.

[The image of a TELUS Alert video is displayed.]

Our "Keeping yourself safe: Avoiding online scams" video has more information on how to spot and avoid email scams, like this.

[A blank browser page appears on the screen. The "Register" button is displayed and the message "Do you already have an account? Identify yourself" is below the loot. "Log in" is a link. The finger taps on thebuton "Register".]

A lot of websites will also ask you for your name and nearly all will ask you to choose a password.

[The text boxes for registration are displayed. The name Marie Broussard is entered in the "Name" field, then the email address "marie.broussard@boîtecourriel.com" is entered in the email box.]

Some sites ask you to use your real name, while others permit the use nickname or a handle that other users will see instead.

[The pseudonym "JaysFan" is entered in the nickname text box.]

If you aren't required to use your real name, try a nickname or something else that doesn't identify you personally to protect your privacy.

[The message "This username is already in use" appears below the User ID text box. The number 1992 is added to the user ID.]

If the name you want is taken, you can make it yours by adding a word or number to the name, that you'll remember. It may take a couple of tries.

When you get one that works, write it down.

[A password is entered.]

Then, choose a password.

[The image of a TELUS Alert video is displayed.]

You can learn more about setting a strong password with our "Keep your devices and accounts safe, PINs and passwords" video.

[The "Register" page is displayed again. A password with symbols and numbers is entered in the text box.]

For now, just remember to choose a password that uses combination of letters and numbers that won't be easy to guess.

[A page of the order form on the "King of Pizza" website is displayed. On the left are the ordering steps: crust,trim, location and payment. Several crust options (original, stuffed, thin) are indicated. The finger taps on stuffed crust and the option is cochée.]

Some online forms, like this online ordering system for a pizza restaurant offer only certain options to choose from.

[The finger taps on the button "Next" the list of trims is displayed. The finger taps on several options (mushrooms, pepperoni, jalapeno), and then on the button "Next". Delivery options are displayed: on site, takeaway, delivery. The "Delivery" option is checked.]

Sometimes you can choose more than one option, like in the list of possible pizza toppings, and sometimes you can pick only one, such as with the list of delivery options.

[The finger taps on the "Next" button. The address page for delivery is displayed. The finger makes gsmooth the scroll bar at the bottom and several text boxes appear. Then, the bar slides to the top. The finger taps the text box for the address and the words "11 Rue nom de rue" are entered. The finger taps on the "Next" button.]

Sometimes there are so many text fields, that you have to use a scroll bar to read them all. To do that, Click or tap then slide the mouse or your finger downward.

If your mouse has a wheel on the top, you can turn that instead.

[The finger taps on the "Back" button several times and the pages scroll back to the page with the list of toppings. The jalapenos are un-checked and the olives are ticked.]

To change what's in a text field, just click or tap on it and make your corrections, right up until you click the "submit", "register" or "next" button. To change a check box, you may have to uncheck your selection before you can check a different box.

[The finger taps on the buttons "Next" and "Return" several times. A different crust is selected.]

To change a check box, you may have to uncheck your selection before you can check a different box. Sometimes picking something new will change your choice automatically. If you realize you've made a mistake after clicking the submit button, look to see If the form has a back or edit button instead of using the browsers back button. This way you are less likely to lose information you've already entered

[The Kijiji website is displayed. The "Post your ad on Kijiji and Kijiji Autos" page opens.]

Sometimes you may want or need to upload a file from your computer.

[The page scrolls down. The finger taps on the button "Select photo". The "Documents" window appears on the screen. A photo is selected and the finger taps on the "Open" loot. The photo is posted on thewebsite.]

For instance, on Kijiji, if you want to post an ad to sell your car, you'd click "Select images", and then find an image of your car on your computer. Click "Open" and your photo will be uploaded to the website.

[The page scrolls down. The finger taps on the "Post your ad" button.]

Finally, on some websites you may encounter a simple challenge meant to ensure that it's a real person using the website and not a computer program.

[A photograph of the cars on a street is displayed. The photo is divided into 16 tiles. The finger taps on the tiles that contain the cars]

In one common example you may be shown a series of images and be asked to select the ones that match a description. In this case, you are asked to choose images that include a vehicle.

[The finger taps on the circular arrow. A different photo is displayed.]

If you find that the images are not clear enough to complete the challenge, refresh the image-set by clicking or tapping the circular arrow. You can do this as many times as you need.

[The headphone icon is in close-up. The finger clicks on the icon. A window opens, with the message "Press PLAY and enter the numbers you hear." The finger taps on "Reading".]

You can also click or tap the headphones to switch to an audio test. In this case, you will hear a series of spoken words or numbers and be asked to enter them into a text box.

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For more information on online basics, check out the other videos in this series. Visit our website, at TELUS.com/WiseOnlineBasics.

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