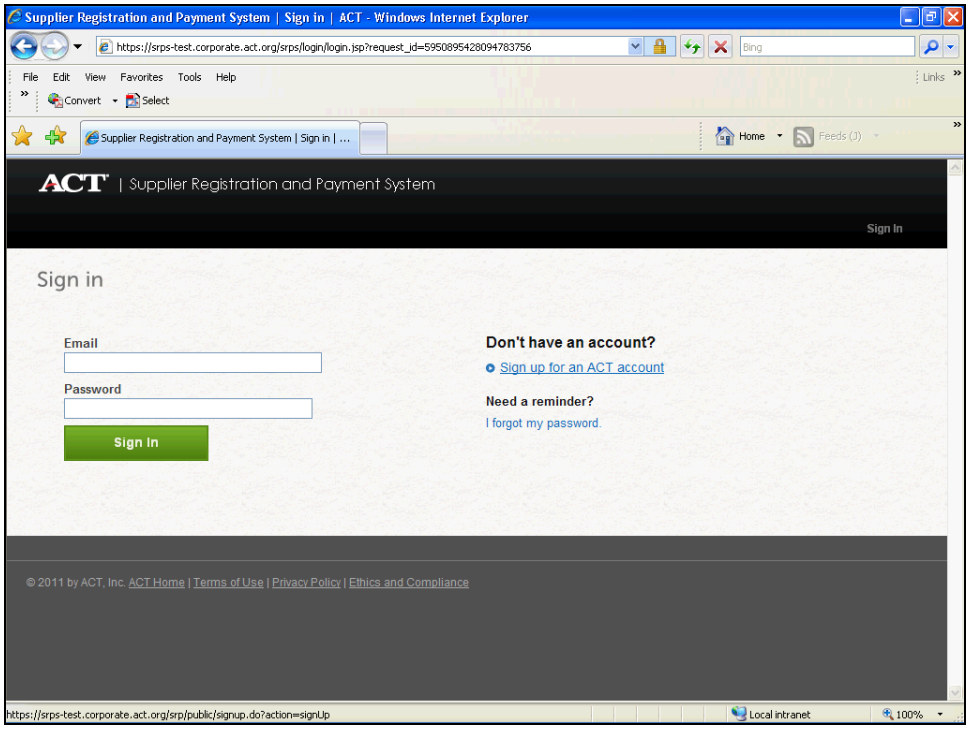
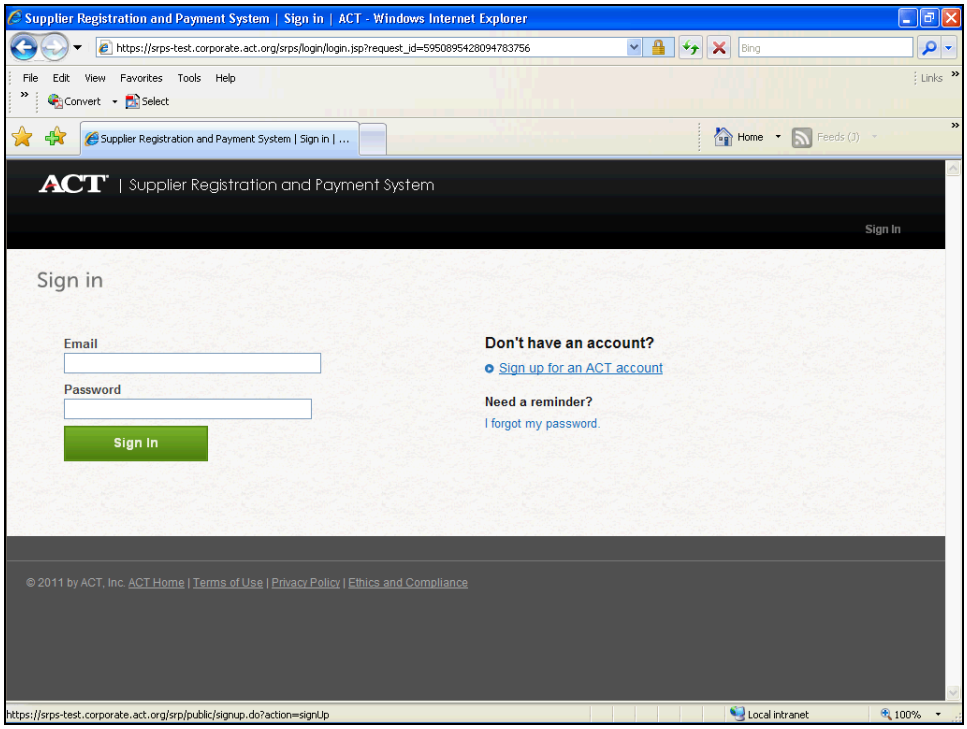
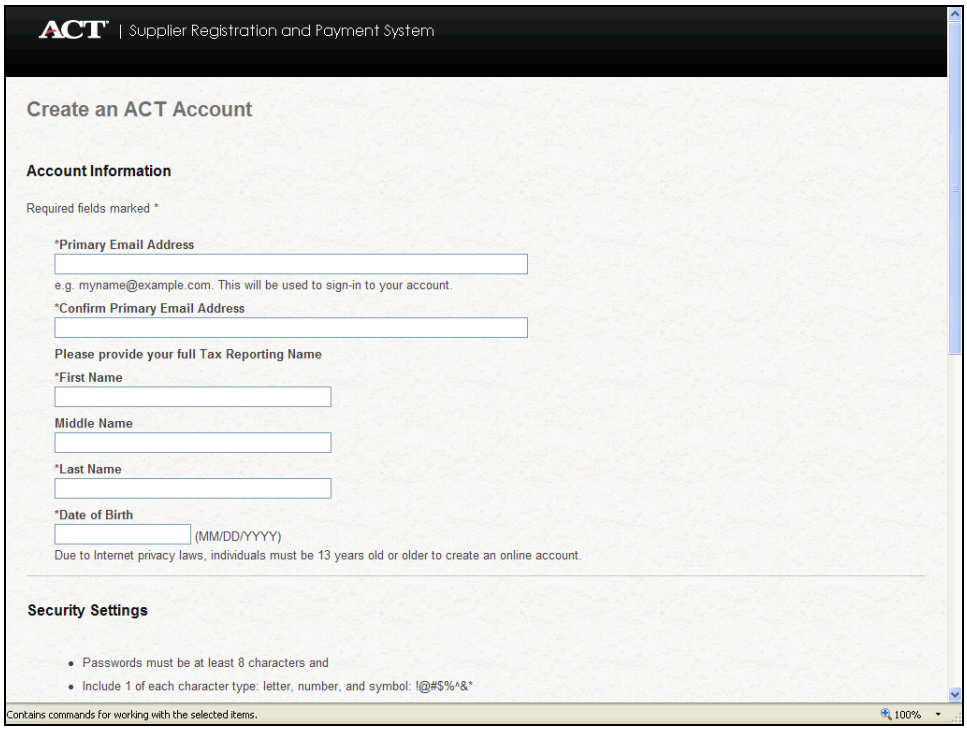
Creating an Account - New User



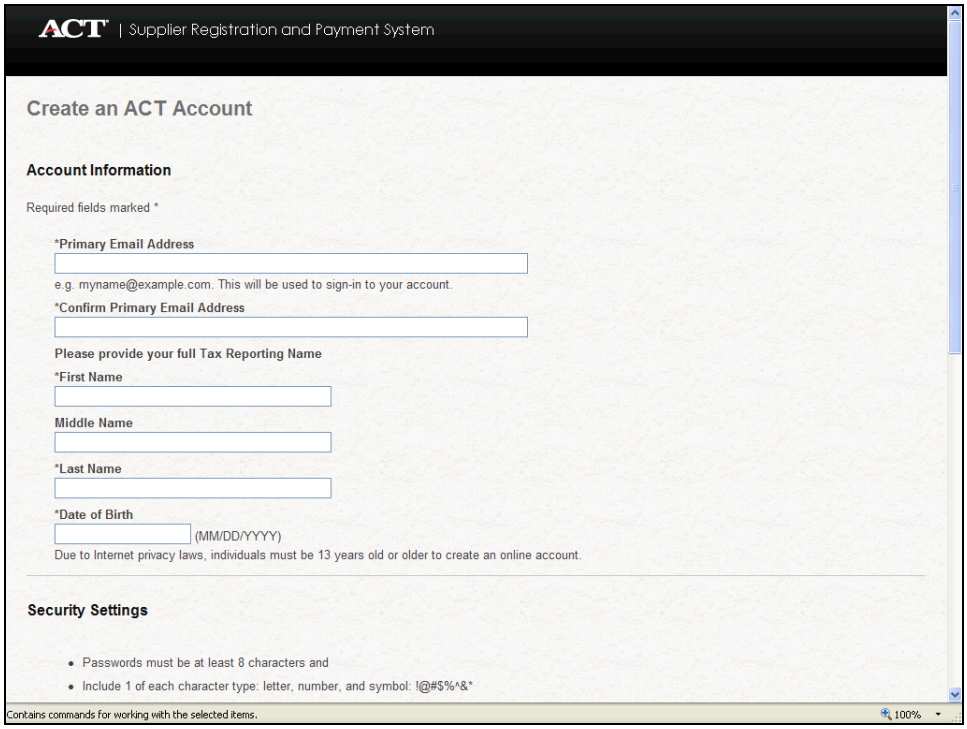
Step	Action
1.	Log into the system using URL that was provided to you by your Test Center Supervisor or ACT Test Administration to access the **Sign In** page.
2.	The **Sign In** page provides the following functions: • New User - create an account • Existing User - Login • Existing User - Manage Lost/Forgotten Password



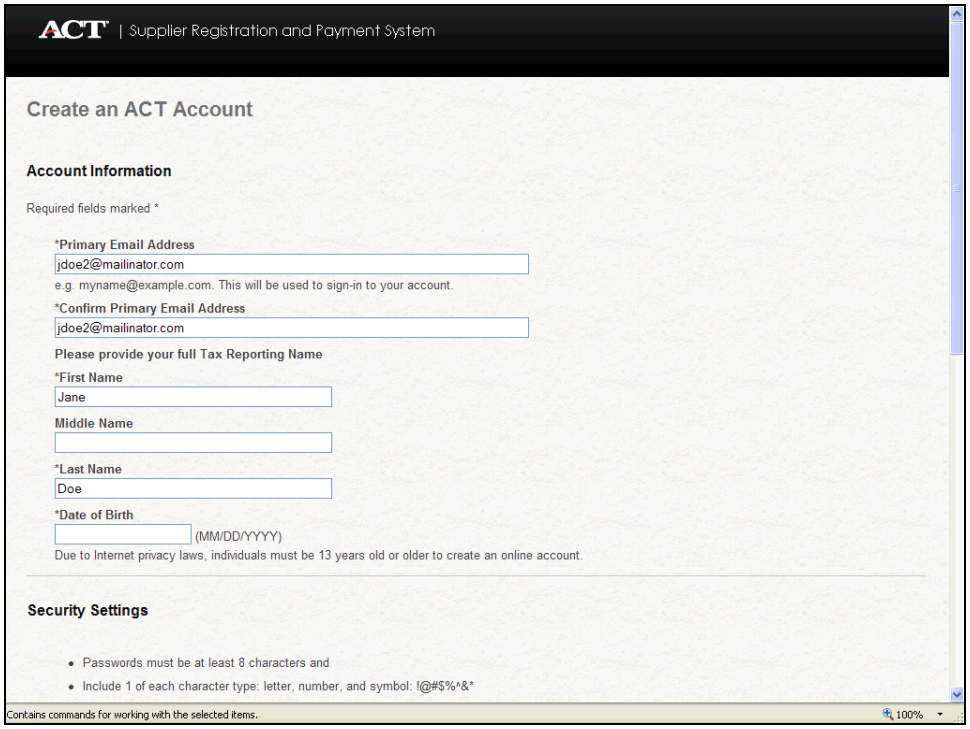
Step	Action
3.	Click the **Sign up for an ACT account** link. Sign up for an ACT account



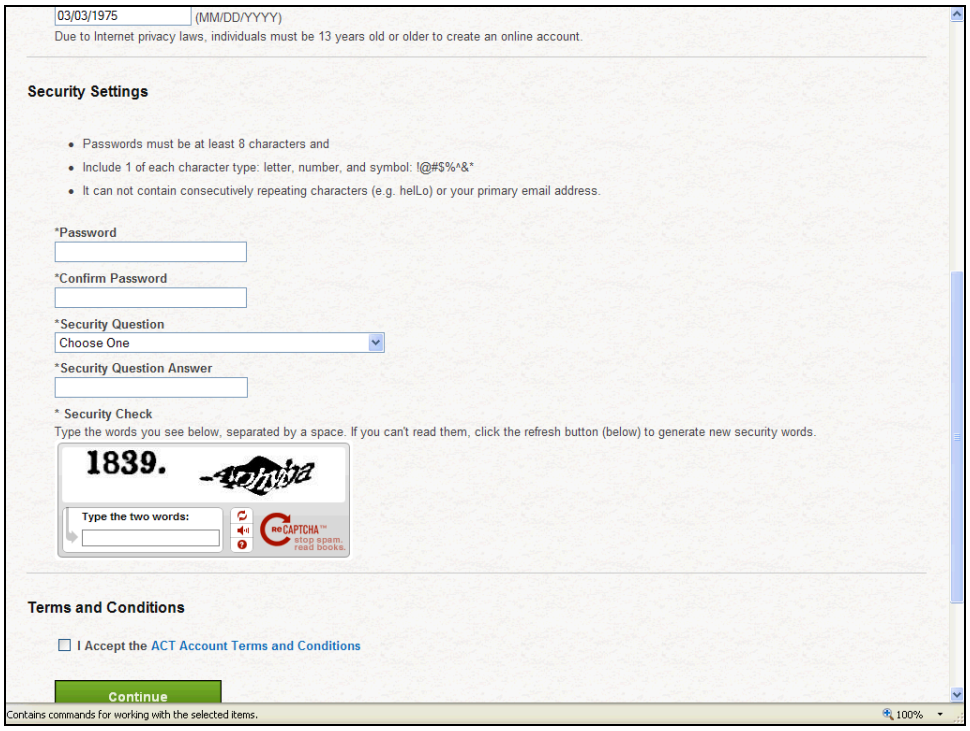
Step	Action
4.	Use the **Create an ACT Account** page to identify yourself as a unique user of the system.



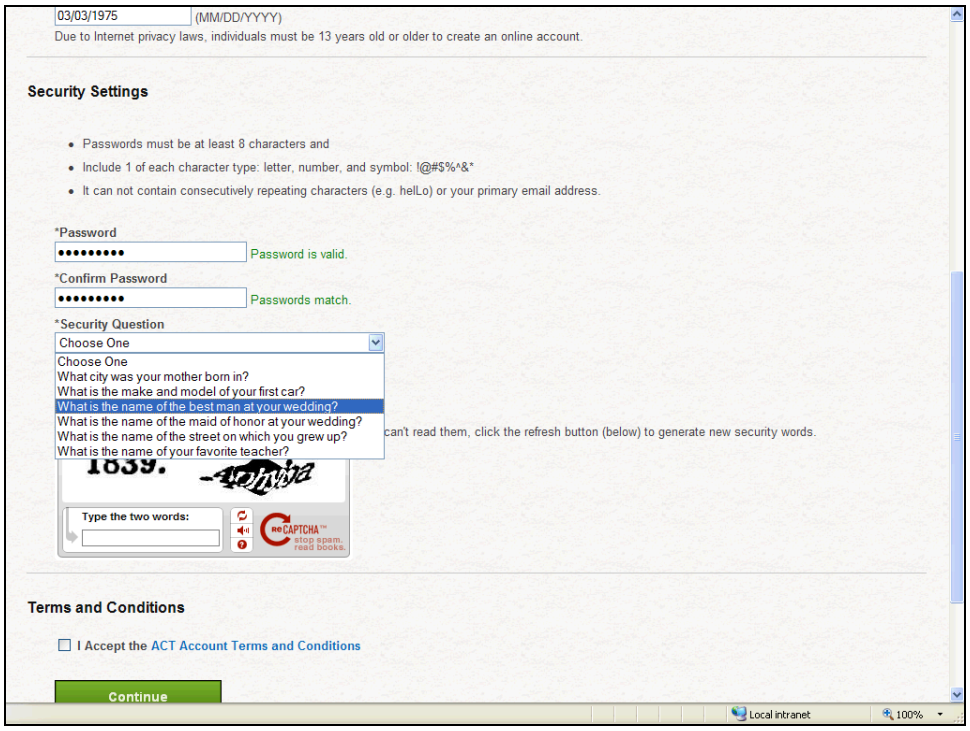
Step	Action
5.	Enter your email address into the ***Primary Email Address** field. This email address MUST be a unique address where you are the only recipient. It will serve as your account ID. The system will send an email with instructions to activate your account to this email address.
6.	Enter your email address again into the ***Confirm Primary Email Address** field.
7.	Enter your first name into the ***First Name** field.
8.	You may optionally enter your middle name.
9.	Enter your last name into the ***Last Name** field.



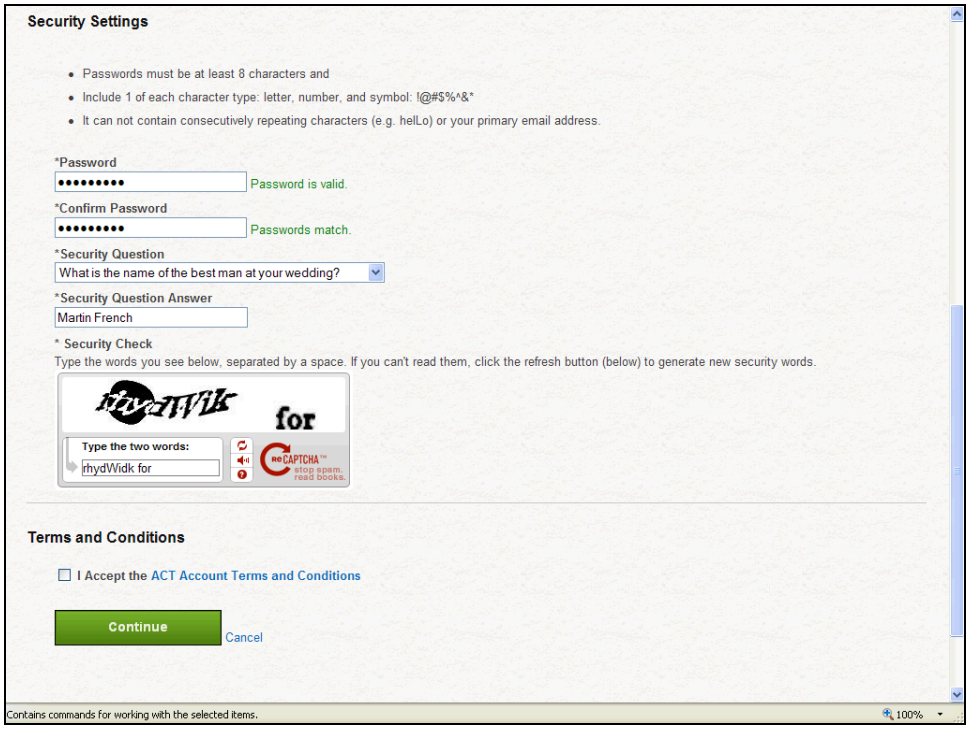
Step	Action
10.	Enter your birth date (formatted MM/DD/YYYY) into the ***Date of Birth** field.



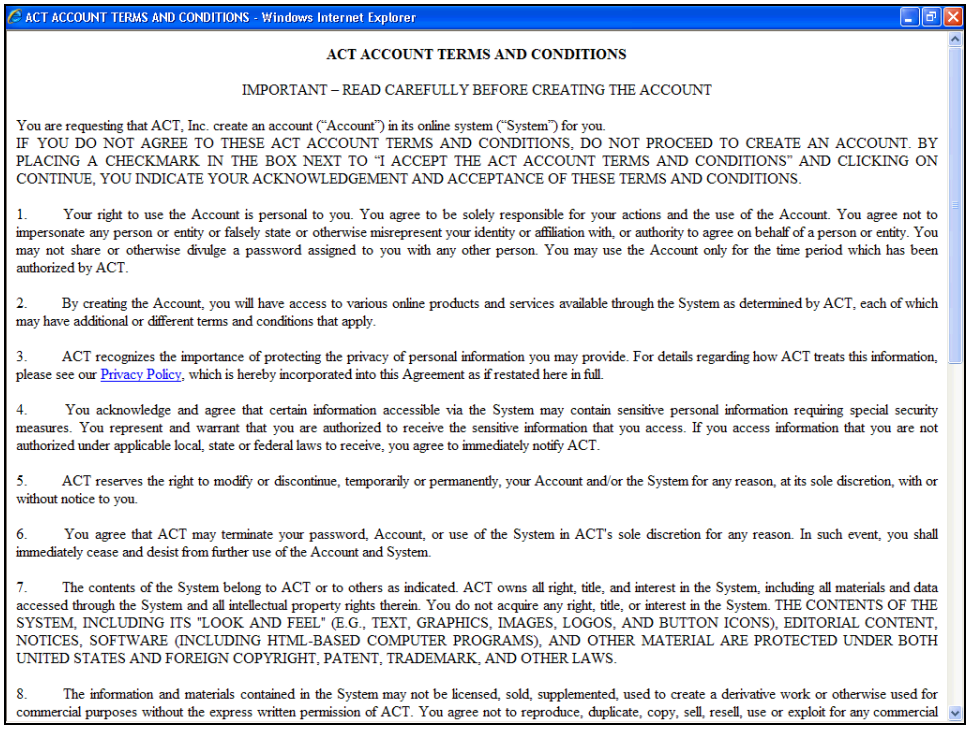
Step	Action
11.	Decide upon a unique and memorable password and enter it into the ***Password** field. Be sure your password meets the system requirements. The system will indicate whether or not the password you created is valid.
12.	Re-enter the valid password into the ***Confirm Password** field. If you re-entered your password correctly the system will confirm that the passwords matched.
13.	Set a security question and answer to assist logging in to the system if you forget your password. Click the button to the right of the ***Security Question** field to view a list of options.



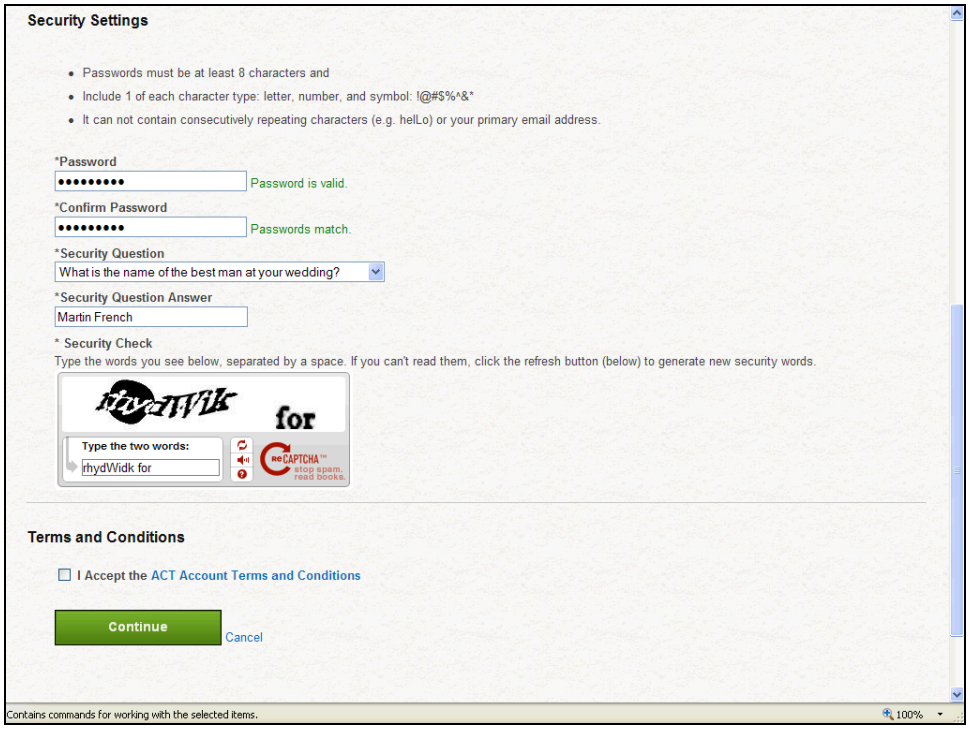
Step	Action
14.	Select a Security Question from the list of values.
15.	Enter your secure response to the question into the ***Security Question Answer** field.
16.	Identify yourself as a valid user in the ReCAPTCHA spam prevention box. Enter the displayed values into the **Type the two words** field.



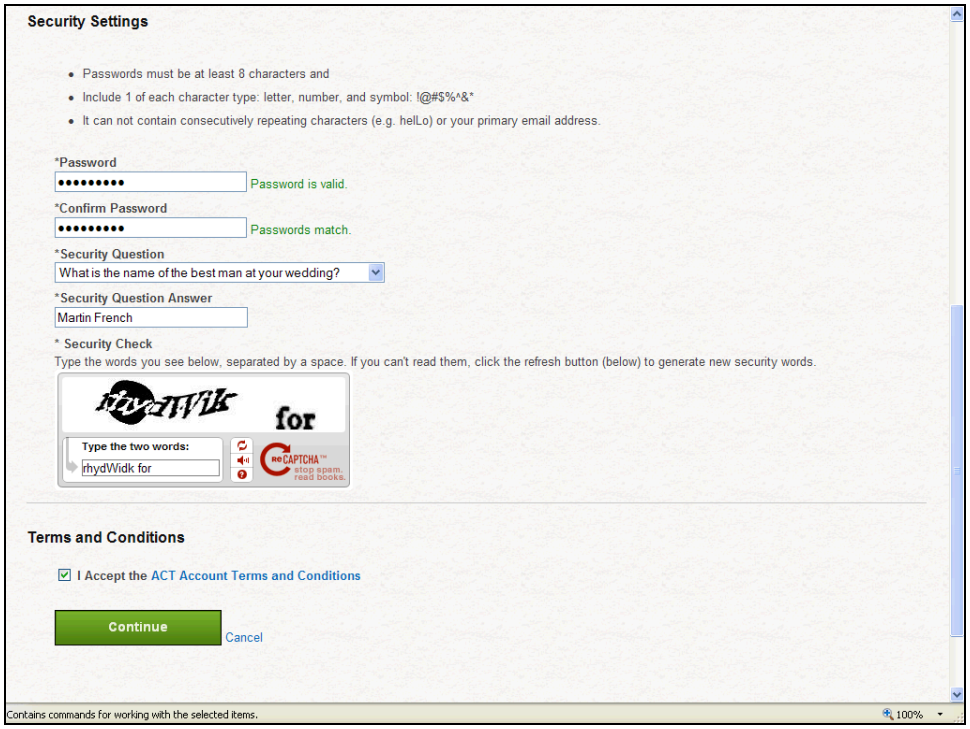
Step	Action
17.	Click the **ACT Account Terms and Conditions** link. ACT Account Terms and Conditions



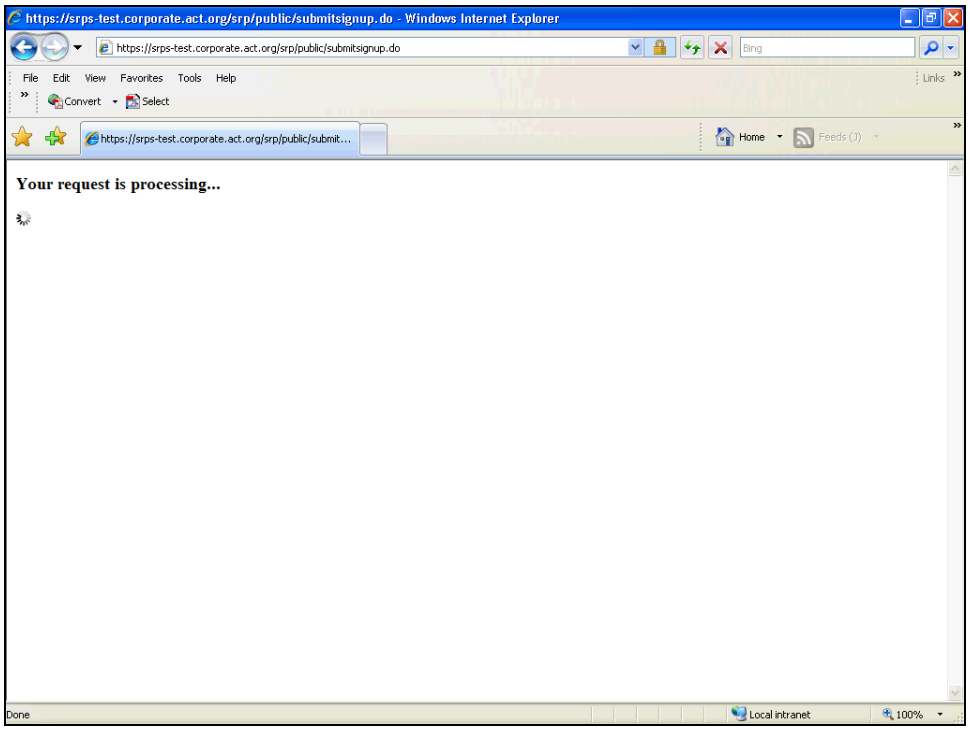
Step	Action
18.	Read the account terms and conditions.
19.	Click the Terms and Conditions Window's **Close** button to return to the account creation page.



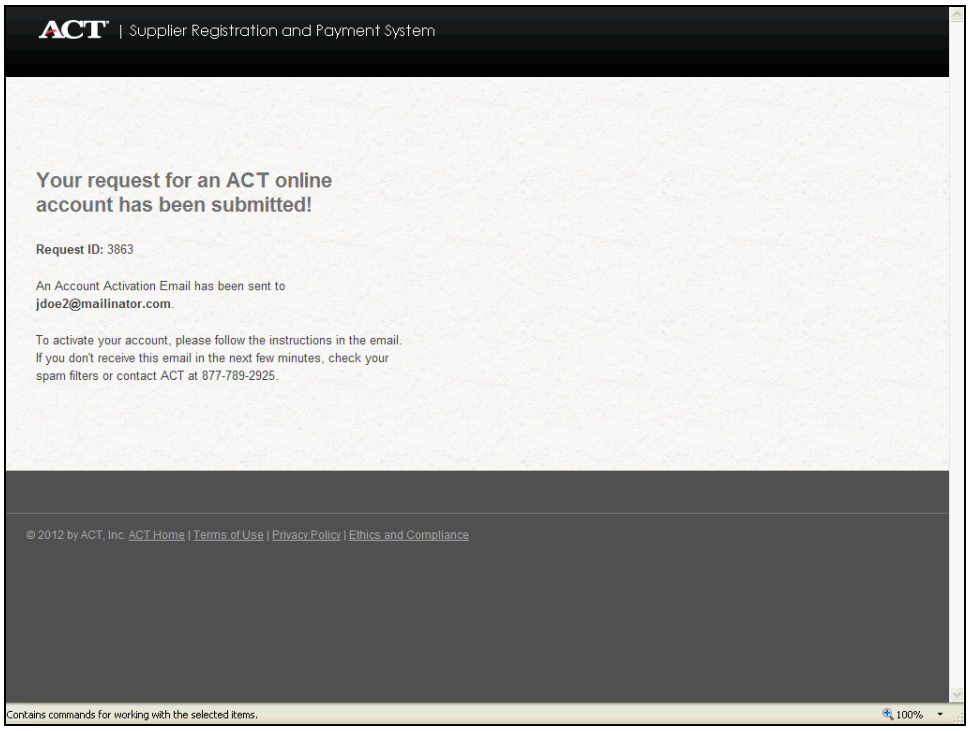
Step	Action
20.	Click the **I Accept** option to be able to complete account creation.



Step	Action
21.	Click the **Continue** button when you have completed entering your account information.



Step	Action
22.	The system will process your request.



Step	Action
23.	The system will generate an account activation email to the address you supplied when you created your account. Please follow the instructions in that email to activate your account.
24.	This topic showed you how to create a new user account. **End of Procedure.**