

HOW TO SET UP AN EMAIL ACCOUNT:

Email accounts are now required to receive the delegated nursing certificate.

If you don't already have an email you will need to set up a personal email.

There are 3 major email providers. If you have a preference then go down to the provider you prefer to get specific instructions for each one.

1. Microsoft
2. Yahoo
3. Google

Microsoft

1. Type www.hotmail.com into your browser
2. Click "Sign up now".
3. Enter your personal info in the boxes.
4. Decide on your email address name. Most people choose their first and last name or something they identify with: Example: santaclause, easterbunny, imsosexy, bestshcstaff, janedoe...
5. Put this into the "Microsoft account name"
6. Microsoft gives you 3 choices for the end of your email address. Any will do. (If your address name is already being used by someone else then try changing this and try again.)
7. Pick a password that you will remember. It has to be at least 8 characters and should include caps and non caps. DON'T put PASSWORD as your password or your name.
8. Re-enter your password to confirm.
9. Continue to add your phone #, country and zip code. These are used in case you forget your email password to get you back into your email account. Your phone must be able to receive TEXTS!
10. Enter the characters you see in the box.
11. Select "I accept"
12. You should be able to log into your new email.

Yahoo

1. Type www.yahoo.com into your browser
2. Select Mail icon on the top right corner
3. Select "Create new account"
4. Enter your First and Last name.
5. Decide on your email address name. Most people choose their first and last name or something they identify with: Example: santaclause, easterbunny, imsosexy, bestshcstaff, janedoe...
6. Put this into the "Yahoo! Username" box
7. Pick a password that you will remember. It has to be at least 8 characters and should include caps and non caps. DON'T put PASSWORD as your password or your name.

8. Enter your cell phone # (Your phone must be able to receive TEXTS!)
9. Enter your birthdate, and gender. You can enter another cell # of someone you trust also if you want to. These are used in case you forget your email password to get you back into your email account.
10. Select Create account.

Google

1. Type www.google.com into your browser
2. Select "Sign in"
3. Select "Sign up"
4. Decide on your email address name. Most people choose their first and last name or something they identify with: Example: santaclause, easterbunny, imsosexy, bestshcstaff, janedoe...
5. Put this into the "Choose your username" box
6. Pick a password that you will remember. It has to be at least 8 characters and should include caps and non caps. DON'T put PASSWORD as your password or your name.
7. Re-enter your password to confirm.
8. Enter your birthdate, gender, cellphone #. These are used in case you forget your email password to get you back into your email account. Your phone must be able to receive TEXTS!
9. Since you don't have another email then leave the "current email" blank.
10. Enter the characters you see in the box.
11. Agree to the terms of service.
12. Select "Next step"
13. You will be given a choice to add pictures to your profile. You can skip this if you want.
14. Select "Next step"
15. You should be able to log in to your new email.