

UTIPS Training

Setting Up A New UTIPS Account

Setting Up An Account

1) Open a web browser (Firefox, Safari, Netscape, etc.)

2) Go to <http://www.myutips.org/>

3) To create an account:

a) Click the key symbol next to Login

b) Type the name of a referrer: the username of any UTIPS user or **psdusers**

c) Type a **username** for you (first name and last initial works well, if it's not already taken-do not use spaces or symbols in your username)

- Click Available? to make sure that username is not already being used

d) Type a **password** (at least 4 or more characters)

Write the username and password down somewhere so that you will have them!

e) Type the same **password** again to confirm

f) Type your **first** name, **last** name and **e-mail address**

g) Select Provo District and the **name of your school** from the menus

h) Type a **Title** (the name you want displayed on your testing site)

Be sure to spell everything correctly and with appropriate capital letters!

i) Click the circle next to **I Understand and Agree to the End User Agreement**

j) Click Submit



You now have your own account and testing site on the Internet!