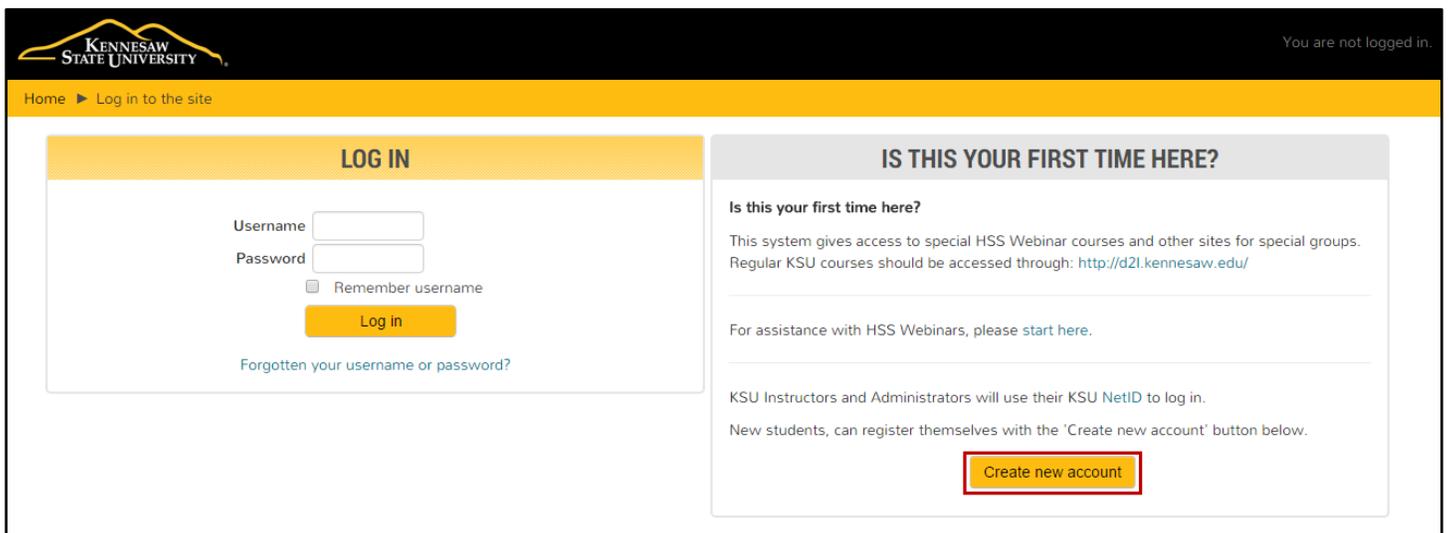


Creating your Account for annex.kennesaw.edu

The following guide will show you how to register for an account on annex.kennesaw.edu.

Note: You will have to log into your Moodle account at least once before your professor can add you to a course. Otherwise you will not appear during a search. Make sure you sign in after creating your account.

1. In your web browser of choice, navigate to <https://annex.kennesaw.edu>.
2. The login page will appear. Under *Is this your first time here?*, click **Create new account**.



Home ► Log in to the site

LOG IN

Username

Password

Remember username

Log in

[Forgotten your username or password?](#)

IS THIS YOUR FIRST TIME HERE?

Is this your first time here?

This system gives access to special HSS Webinar courses and other sites for special groups. Regular KSU courses should be accessed through: <http://d2l.kennesaw.edu/>

For assistance with HSS Webinars, please [start here](#).

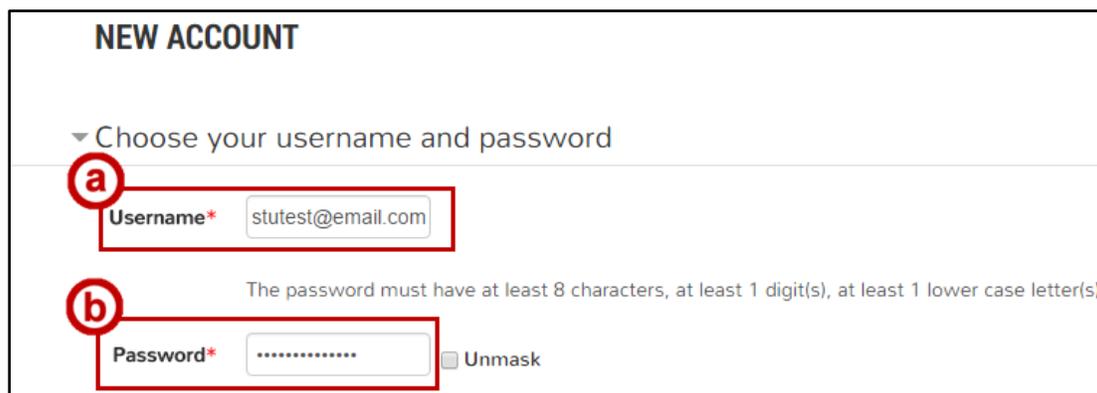
KSU Instructors and Administrators will use their KSU NetID to log in.

New students, can register themselves with the 'Create new account' button below.

Create new account

Figure 1 – Create New Account

3. The *New Account* creation page will appear. Under *Choose your username and password*, complete the following fields:
 - a. **Username:** (Required) Enter the **full email address** that will be associated with your id (this will be your login id) (See Figure 2).
 - b. **Password:** (Required) Enter a **password** (See Figure 2).



NEW ACCOUNT

▼ Choose your username and password

a Username* stutest@email.com

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

b Password* Unmask

Figure 2 - Choose your Username and Password

4. Under *More Details*, complete the following information:
 - a. **Email address:** *(Required)* Enter the **email address** you wish to register with the account in both fields (This should be the same email that you entered for your *Username*) (See Figure 3).
 - b. **First/Last Name:** *(Required)* Enter your **first and last name**. This will be displayed to your professor and other students (See Figure 3).
 - c. **Location:** *(Optional)* Enter the information for your **City/town and Country** (See Figure 3).
 - d. **Security Question:** *(Required)* Enter the CAPTCHA response in the field (See Figure 3).
5. When finished entering your information, click **Create my new account** (See Figure 3).

Note: If any of the required fields are blank or incorrect, the system will notify you of the fields that need to be corrected.

The screenshot shows a registration form titled "More details" with a dropdown arrow. It contains several input fields and a CAPTCHA. Red boxes and letters (a-e) highlight the following elements:

- a:** Two "Email address*" fields, both containing "stutest@email.com".
- b:** "First name*" field containing "Stu" and "Last name*" field containing "Test".
- c:** "City/town" field containing "Kennesaw" and "Country" dropdown menu set to "United States".
- d:** "Security question" field with a CAPTCHA image showing "Kopenhagen" and "POSTE" and the text "Enter the words above" followed by "Kopenhagen POSTE". Below it are links for "Get another CAPTCHA" and "Get an audio CAPTCHA".
- 5:** A yellow "Create my new account" button and a grey "Cancel" button.

Figure 3 – Complete More Details

6. You will see a confirmation message saying that an email has been sent to the email entered in step 4. Click **Continue** (See Figure 4).

The confirmation message box contains the following text:

An email should have been sent to your address at **stutest@email.com**

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Below the text is a yellow "Continue" button.

Figure 4 - Confirmation Message

7. Log into the email account that you used to register your account. You should receive an email from *Admin User* which will contain a link to confirm your account. Click on the **link**, or cut & paste the **link** into your browser.

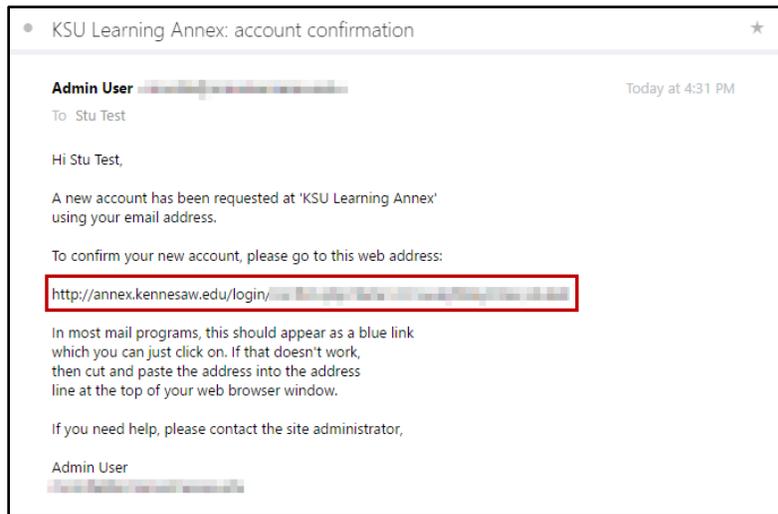


Figure 5 - Confirmation Link in Email

8. You will be notified that your registration has been confirmed. Click **Courses** to be redirected to the log-in page.

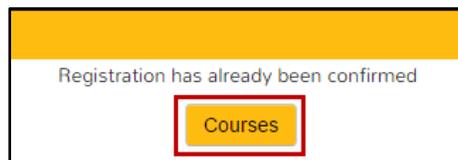


Figure 6 - Registration Confirmed

9. At the log-in page, enter the **Username** and **Password** (See Figure 7).
10. Click **Log in** (See Figure 7).

Note: It is important you log in to your account once to complete the account creation process so your professor can add you to the course.



Figure 7 - Log In

11. You will be logged in to your account.

For additional support, please contact the KSU Service Desk

KSU Service Desk for Faculty & Staff

•Phone: 470-578-6999

•Email: service@kennesaw.edu

•Website: <http://uits.kennesaw.edu/>

KSU Student Help Desk

•Phone: 470-578-3555

•Email: studenthelpdesk@kennesaw.edu