

Creating an Account

Why do I need create an Account?

You need to create an account to use the Sheffield PA Register. Creating an account lets you:

- Create and post your own adverts
- Search through adverts looking for a PA or an Employer.
- Respond to adverts you see on the register
- Make contact with a PA or Employer you would like to speak to

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Creating a PA Register account is simple. First, Click the **Register** button in the top right corner of the screen, next to the **Sign In** text, and then enter your details:

1. **Email address:** This is the email address that will be used to receive emails from people responding to your adverts. Remember, PAs and Employers will be able to see your email address when you message or email them. Try to use an email address you have created specifically for managing your PA or Employer emails.
2. **Username:** This is your name on the website and it is what people will see when they look at your adverts.
3. **Password:** Try to make sure you use a strong password. The box below where you create your password will tell you how strong the password you have chosen is. Do not base your password on things like birthdays, pets names or things that are easy to guess.

When you have entered your details, click the **Sign Up** button. You will then receive an email confirming your account has been created.

You can now sign in and use the PA Register to search for a PA, search for an Employer or create an advert saying that you are a PA or an Employer.