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**.

![Create New Account](image)

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).

![Choose your Username and Password](image)
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.

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).
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.

![Confirmation Link in Email](image)

**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.

![Registration Confirmed](image)

**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.

![Log In](image)

**Figure 7 - Log In**

11. You will be logged in to your account.