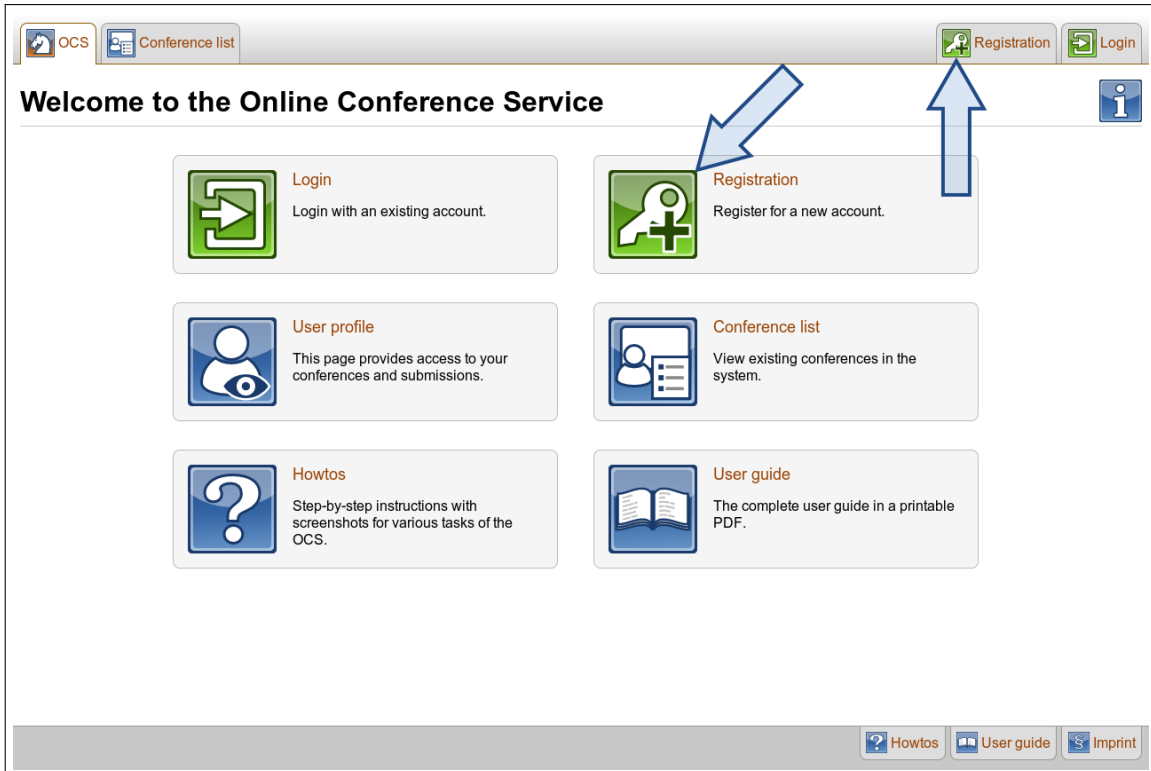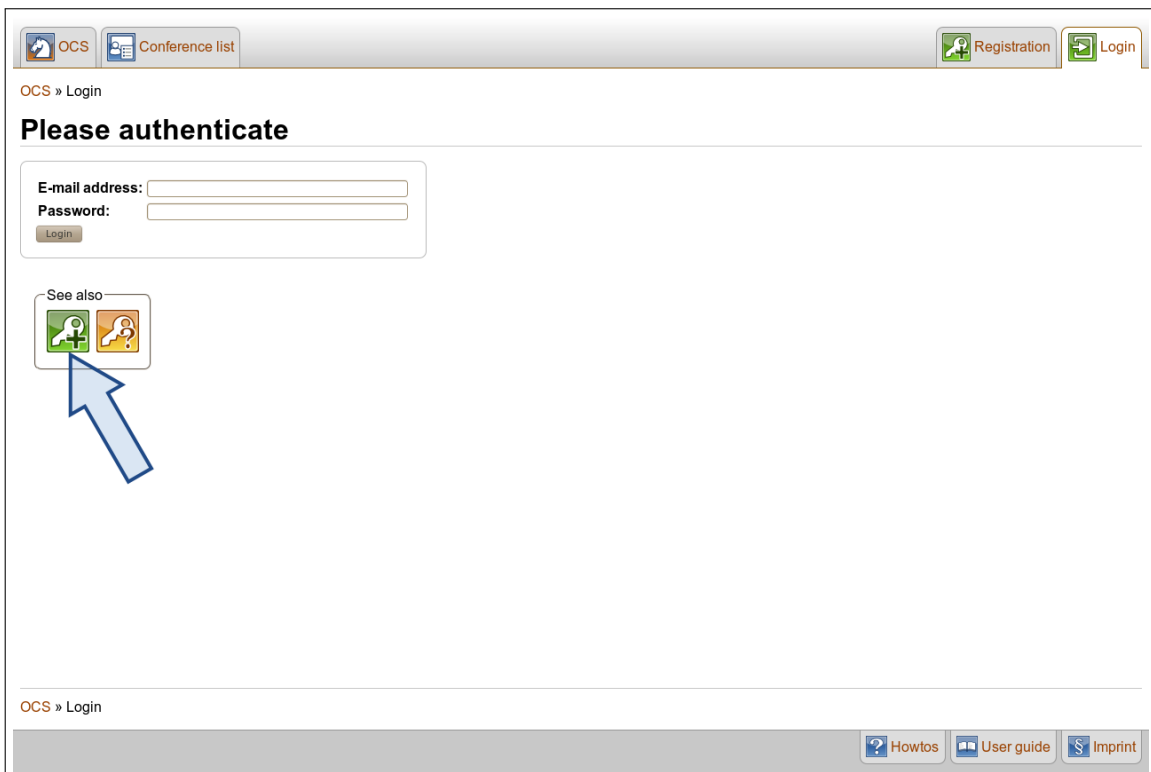# How-To: Create a New Account

If you want to use OCS, you need an account.

1. In order to create a new account, click the **Registration** button which can be found

- in each OCS pages' header (unless you are already logged in),
- on the OCS Welcome page,

- and on the "**Login**" page.

2. Type in your E-mail address and click the **Send request** button.

3. After a short time you will receive a confirmation mail from the OCS. Follow the **registration link**.


```
Dear Sir or Madam,

Someone (probably you) has requested a system account for the Online Conference
Service.

To complete the registration process, please follow this link:
        http://ocs.example:8380/ocs/registerasnewuser/jones.david$0040ocs.example/82b8888fc15ad20a


This message was generated automatically by
 - The Online Conference System (OCS) -

http://ocs.example:8380/ocs/
```

4. Fill in at least the required text fields, afterwards click on the **Register** button.

5. Your account is now ready for use.