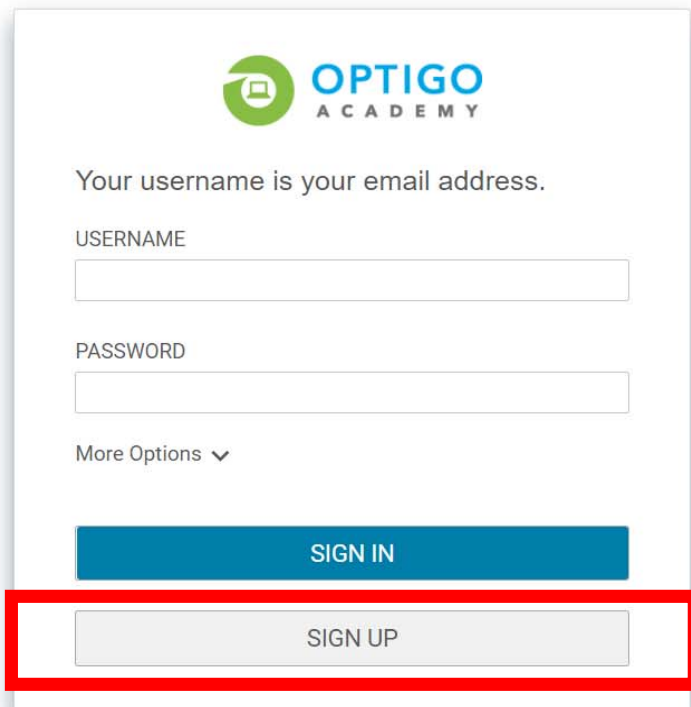





Account Sign Up Job Aid

# Step 1: Click **SIGN UP**



 **OPTIGO**  
ACADEMY

Your username is your email address.

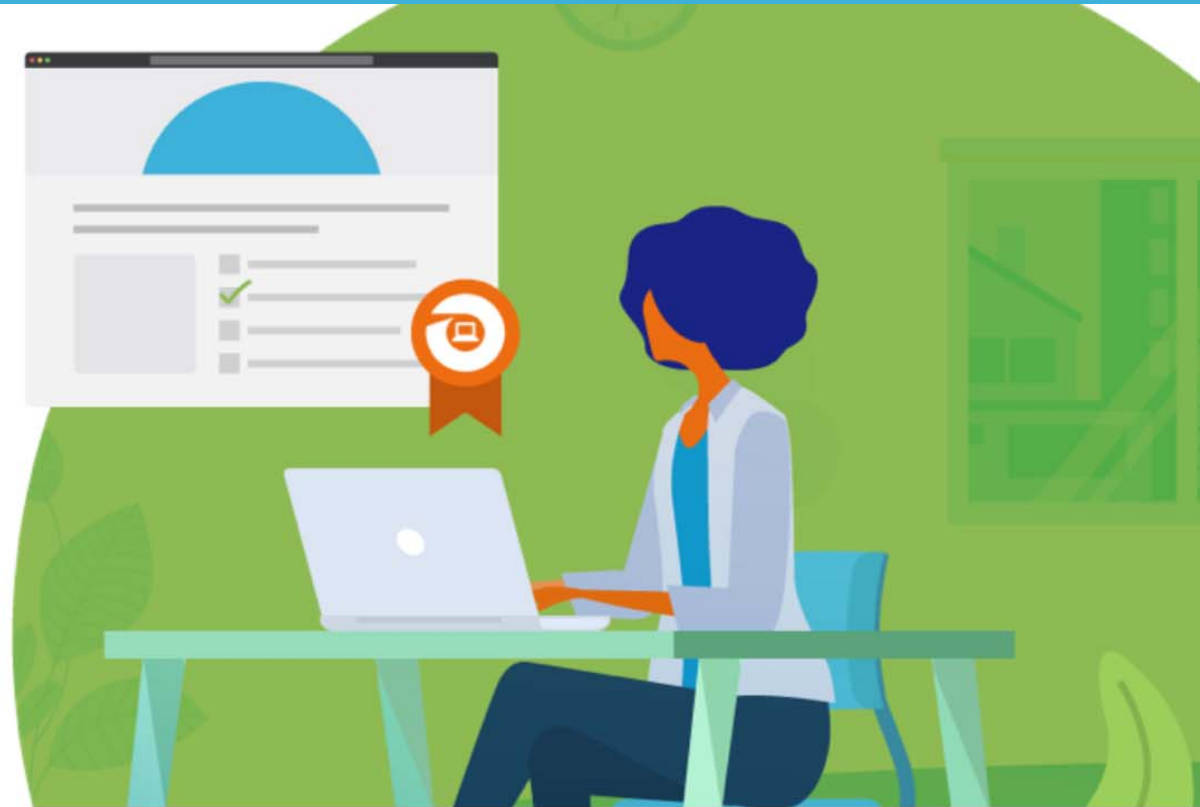
USERNAME

PASSWORD

More Options ▼


**SIGN IN**

**SIGN UP**



English (System's Default)

# Step 2: Complete sign up form required fields

 **OPTIGO**  
ACADEMY

FIRST NAME \*

LAST NAME \*

EMAIL \*

TIME ZONE \*

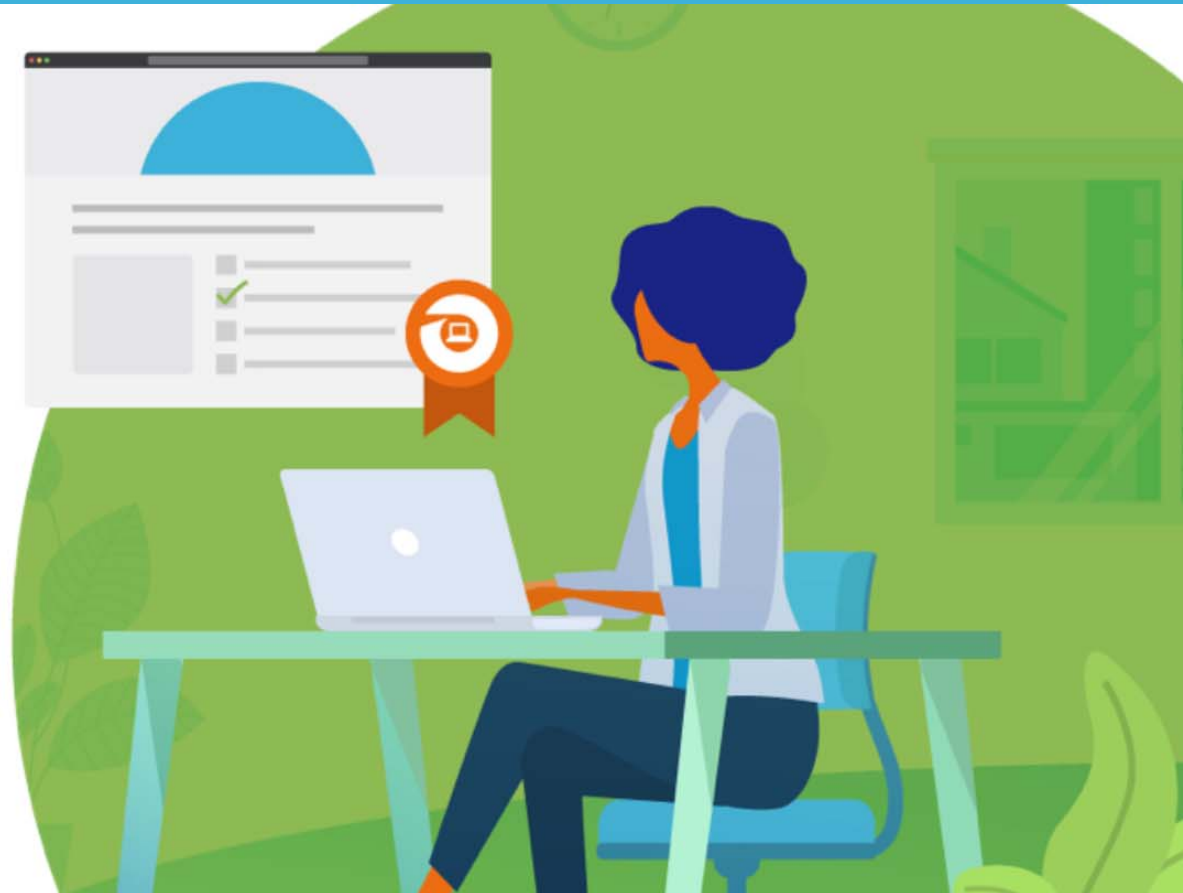
(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lis... ▼

WORKPHONE \*

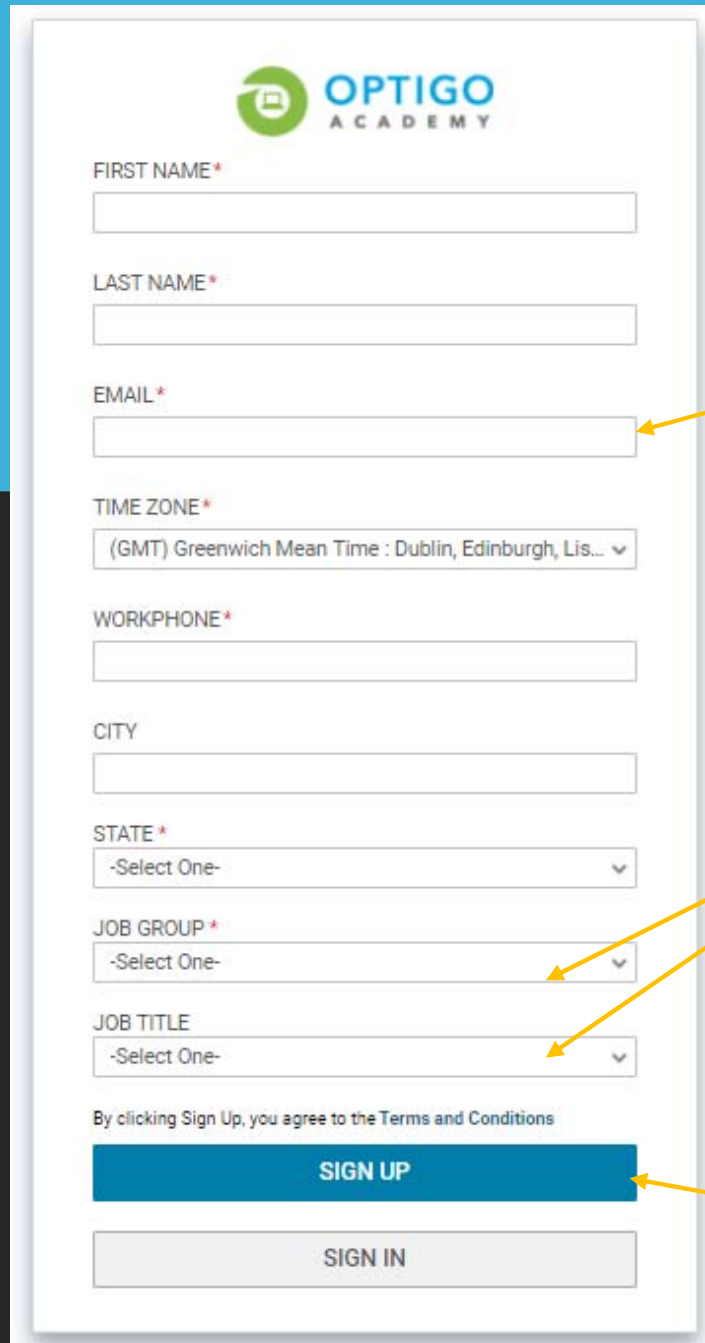
CITY

STATE \*

-Select One- ▼



## Sign up form



The image shows a sign-up form for Optigo Academy. The form includes the following fields and elements:

- OPTIGO ACADEMY** logo at the top.
- FIRST NAME \***: Text input field.
- LAST NAME \***: Text input field.
- EMAIL \***: Text input field, highlighted with a yellow arrow pointing to the text "Use your employee email address".
- TIME ZONE \***: Dropdown menu with the selected option "(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lis...".
- WORKPHONE \***: Text input field.
- CITY**: Text input field.
- STATE \***: Dropdown menu with the selected option "-Select One-".
- JOB GROUP \***: Dropdown menu with the selected option "-Select One-".
- JOB TITLE**: Dropdown menu with the selected option "-Select One-".
- A note: "By clicking Sign Up, you agree to the Terms and Conditions".
- SIGN UP**: A prominent blue button.
- SIGN IN**: A grey button.

Yellow arrows point from the text annotations to the EMAIL, JOB GROUP, and JOB TITLE fields, and from the "When complete..." text to the SIGN UP button.

Use your employee email address

Please accurately choose your Job Group and Job Title.

When complete, click **SIGN UP** and start exploring!



Have questions or need help?

Contact us today!

[Optigo\\_Academy@freddiemac.com](mailto:Optigo_Academy@freddiemac.com)