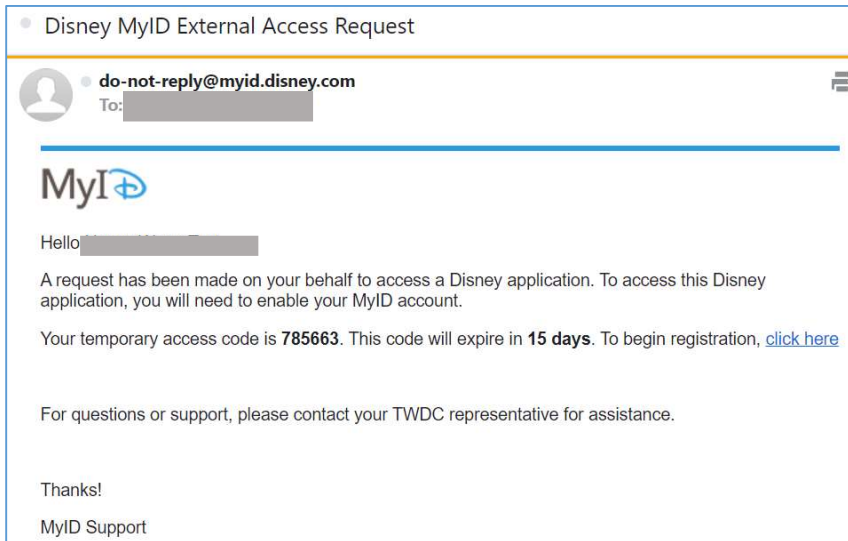


# MyID Registration Process

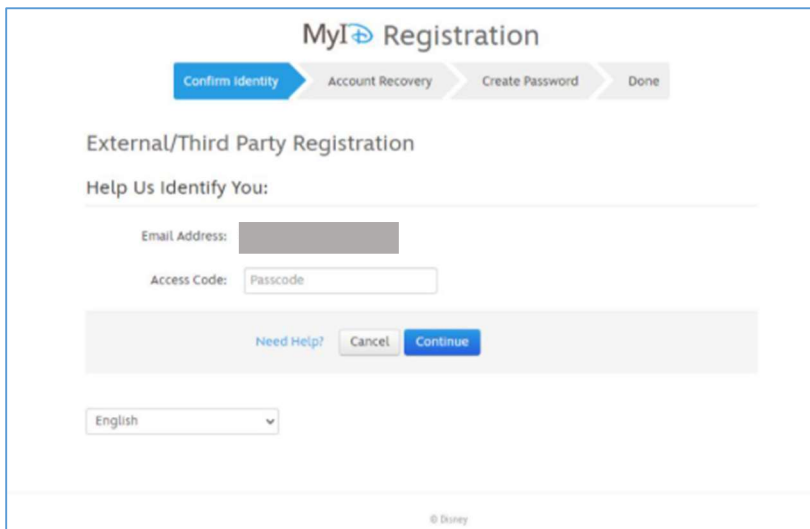
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## Walkthrough and Screenshots

1. You will receive an email notifying you to create your MyID account
  - a. The sender is **do-not-reply, do-not-reply@myid.disney.com**
  - b. It contains a temporary access code that will be used to confirm your identity for the self-registration process
  - c. It contains a link to the self-registration page which can only be used once; please complete the registration within the same session



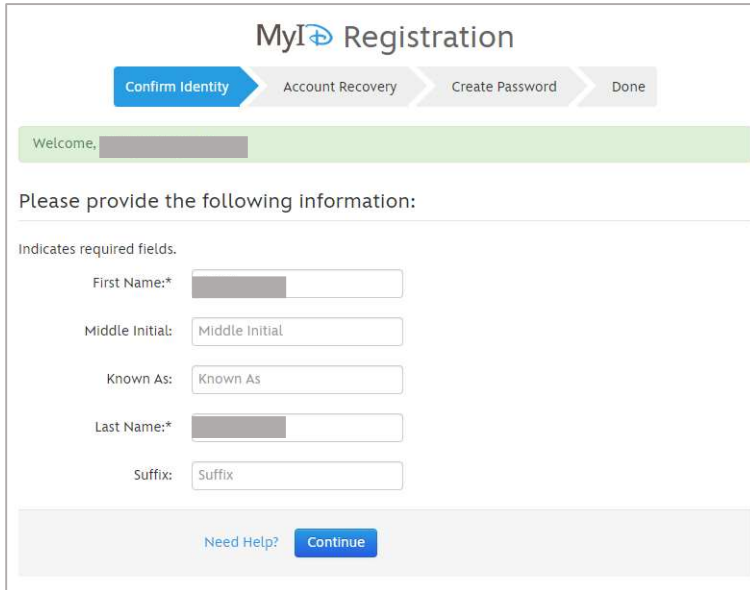
2. Click the “[click here](#)” link from the email. Once the Disney MyID Registration page displays, input the temporary access code (included in the email) and click “Continue”



## MyID Registration Process

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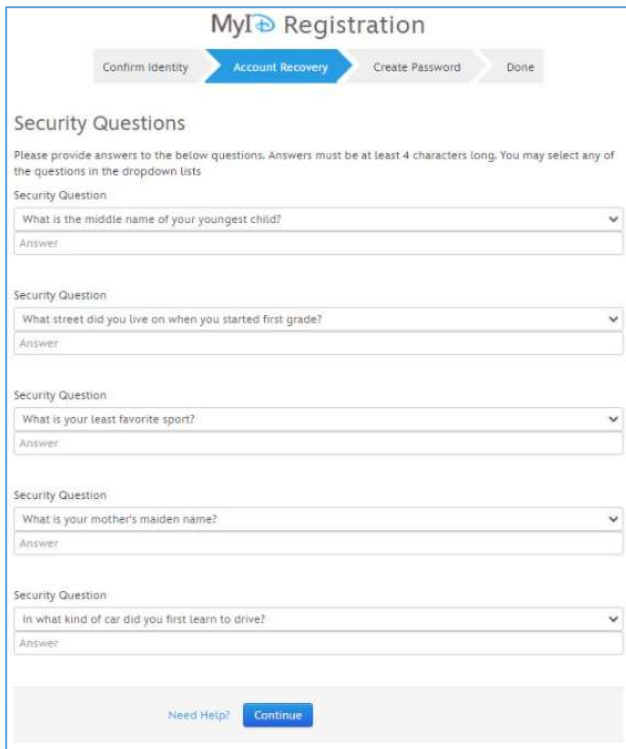
3. Complete your user profile in the “Confirm Identity” tab
  - a. Some fields will already be filled in



The screenshot shows the 'MyID Registration' interface. At the top, there is a progress bar with four steps: 'Confirm Identity' (highlighted in blue), 'Account Recovery', 'Create Password', and 'Done'. Below the progress bar, a green banner says 'Welcome, [redacted]'. The main heading is 'Please provide the following information:'. Below this, it says 'Indicates required fields:'. There are five input fields: 'First Name:\*' (with a greyed-out value), 'Middle Initial:' (with the value 'Middle Initial'), 'Known As:' (with the value 'Known As'), 'Last Name:\*' (with a greyed-out value), and 'Suffix:' (with the value 'Suffix'). At the bottom, there are two buttons: 'Need Help?' and 'Continue'.

- b. Click “Continue” to proceed to the next page

4. Complete your Security Questions and Answers in the “Account Recovery” tab. These will be used to establish your identity, if you forget your password
  - a. You can select from multiple questions and provide your own answers.



The screenshot shows the 'MyID Registration' interface. At the top, there is a progress bar with four steps: 'Confirm Identity', 'Account Recovery' (highlighted in blue), 'Create Password', and 'Done'. Below the progress bar, the heading is 'Security Questions'. Below this, it says 'Please provide answers to the below questions. Answers must be at least 4 characters long. You may select any of the questions in the dropdown lists'. There are five security question entries, each with a dropdown menu for the question and a text input field for the answer. The questions are: 'What is the middle name of your youngest child?', 'What street did you live on when you started first grade?', 'What is your least favorite sport?', 'What is your mother's maiden name?', and 'In what kind of car did you first learn to drive?'. At the bottom, there are two buttons: 'Need Help?' and 'Continue'.

- b. Click “Continue” to proceed to the next page

## MyID Registration Process

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5. In the next page, click “Skip this step” at the bottom of the page to proceed with creating a password

The screenshot shows the 'MyID Registration' interface. At the top, there is a progress bar with four steps: 'Confirm Identity', 'Account Recovery' (highlighted in blue), 'Create Password', and 'Done'. Below the progress bar, the heading is 'Update Information' and the instruction is 'Please provide an alternate method to receive One-Time Passcodes'. There are two input sections: 'Cellphone #' with a text box and a 'Send OTP' button, and 'Alternative Email' with a text box containing 'someone@example.com' and a 'Send OTP' button. Below the email section, there is a 'Need Help?' link, a blue 'Continue' button, and a red-bordered 'Skip this step >>' button.

6. You will then need to create a new password in the “Create Password” tab. Please review and follow the password requirements listed on the page.

- At least 16 characters long
  - At least one upper case letter (A-Z)
  - At least one lower case letter (a-z)
  - At least one numeric character (0-9)
  - At least one special character or symbol ( ~ ! @ # \$ ^ & \* ( ) \_ â + = { } [ ] | : ; < > , . ? / )
  - MUST NOT contain your username, real name or company name in the password
  - MUST NOT use any Disney branded character names or commonly used passwords that are easily guessed (e.g. "password" )
  - MUST NOT use repeating characters (111, AAA) or patterns (disneydisneydisney, abcabcabc)
  - MUST NOT be the same as one of your previous five passwords
  - May not be changed more than once in a 24 hour period
- a. Click “Continue” to proceed to the next page

## MyID Registration Process

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7. You are registered after completing the previous step. Two-Step Verification will be required for logging into applications
  - a. Please continue to <https://myid.disney.com/services> for Two-Step Verification Set-Up

