

Creating an Account

Quick Start Guide

MyCast&Crew

Creating an Account Guide

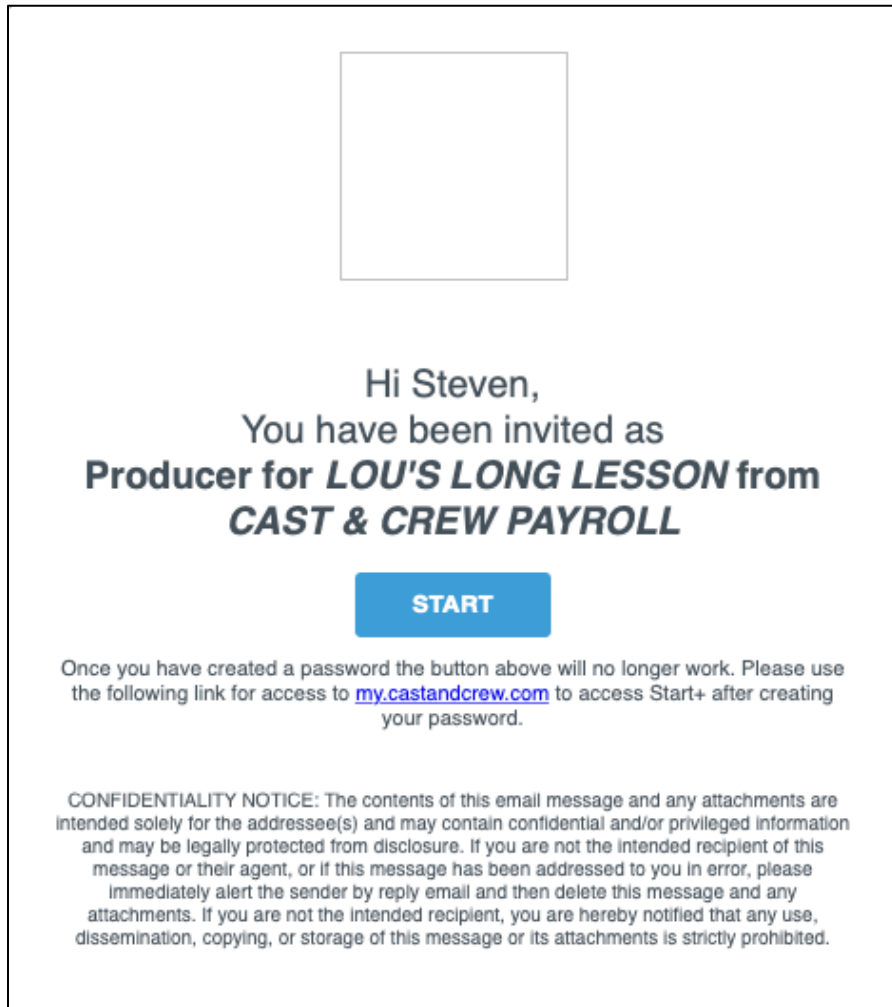
The **Creating an Account Guide** is used to assist production employees with creating an account in the **MyCast&Crew Portal**. This guide will also demonstrate the steps taken to assist in creating an account.

Generally, new users sign up to create a **MyCast&Crew** account via an email invitation. You receive an invitation after you have been approved to access Cast&Crew products such as Start+ and Studio+.

Here is an example of an invitation from **Start+**.


STEP 1. Clicking the **Start** link opens a new browser tab.

- **Note:** that once you have created a password, the link is no longer valid. After creating your account, you can always visit the following URL to log in to **MyCast&Crew**: <https://my.castandcrew.com/>



STEP 2. A single sign-on page displays, which allows you to create a password, choose a password question, and select a security image.

Welcome to Single Sign-On Dev, Steven!
Create your Single Sign-On Dev account

 **Enter new password**

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 20 passwords.

Repeat new password



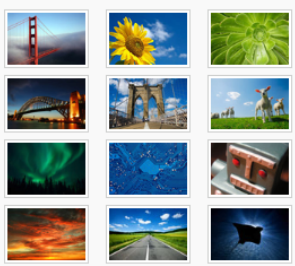
Choose a forgot password question

Answer




Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



Create My Account

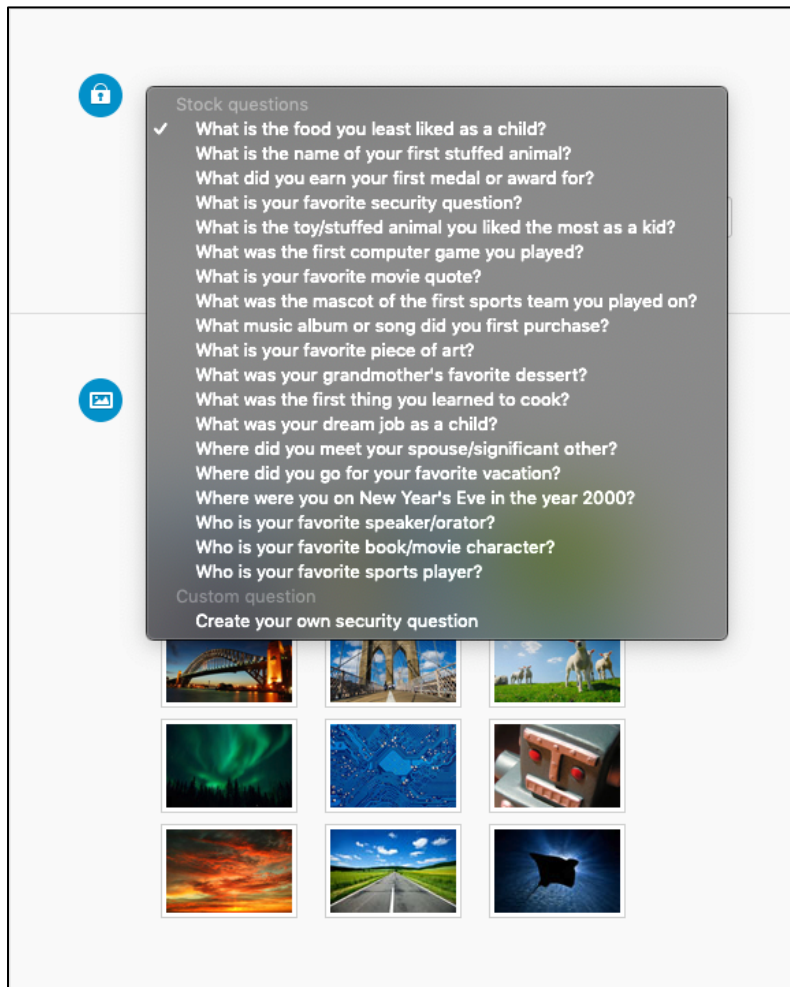
STEP 3. Review the password requirements and enter your new password, then enter it again in the next field.

 **Enter new password**

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 20 passwords.

Repeat new password

STEP 4. Click the dropdown to select a question. Or you can create one.

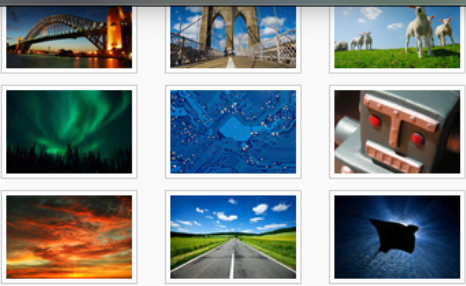


Stock questions

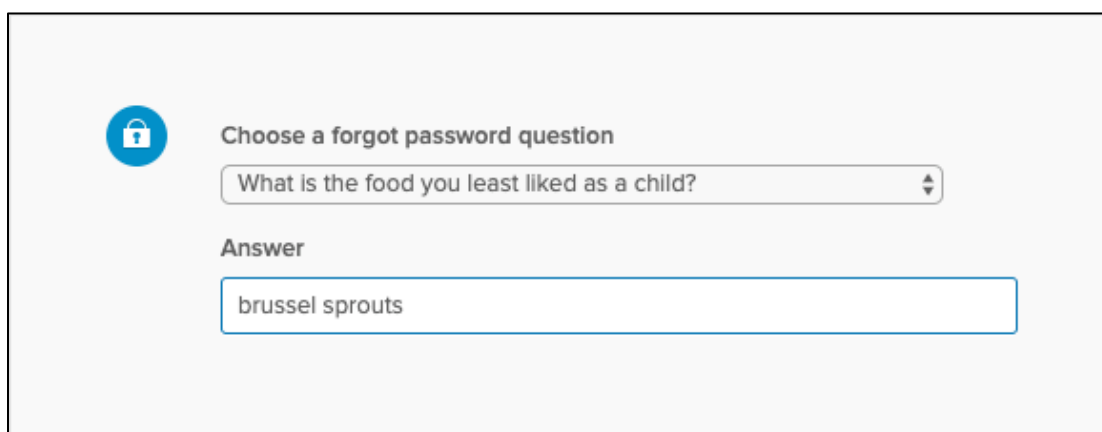
- ✓ What is the food you least liked as a child?
- What is the name of your first stuffed animal?
- What did you earn your first medal or award for?
- What is your favorite security question?
- What is the toy/stuffed animal you liked the most as a kid?
- What was the first computer game you played?
- What is your favorite movie quote?
- What was the mascot of the first sports team you played on?
- What music album or song did you first purchase?
- What is your favorite piece of art?
- What was your grandmother's favorite dessert?
- What was the first thing you learned to cook?
- What was your dream job as a child?
- Where did you meet your spouse/significant other?
- Where did you go for your favorite vacation?
- Where were you on New Year's Eve in the year 2000?
- Who is your favorite speaker/orator?
- Who is your favorite book/movie character?
- Who is your favorite sports player?

Custom question

Create your own security question



STEP 5. Enter your security answer.



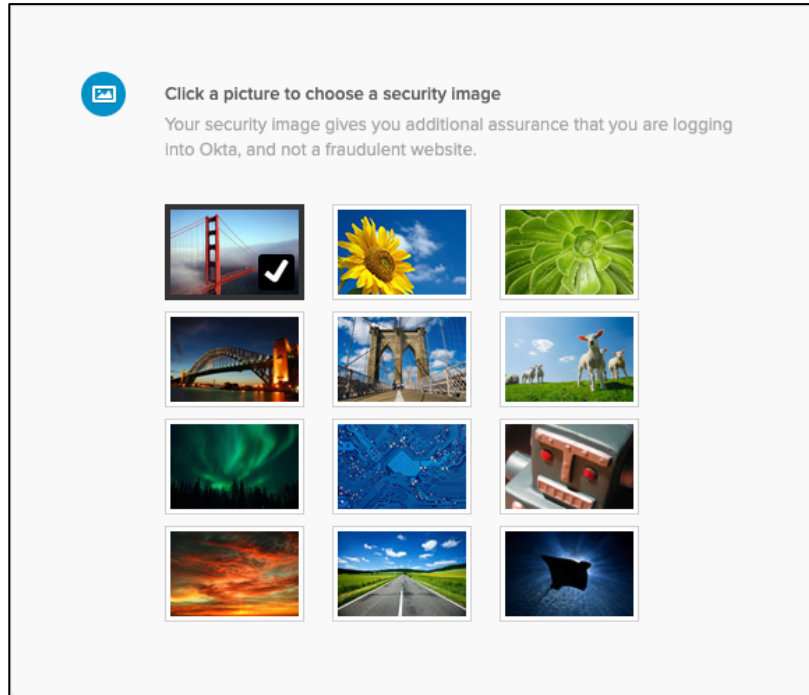
Choose a forgot password question

What is the food you least liked as a child?

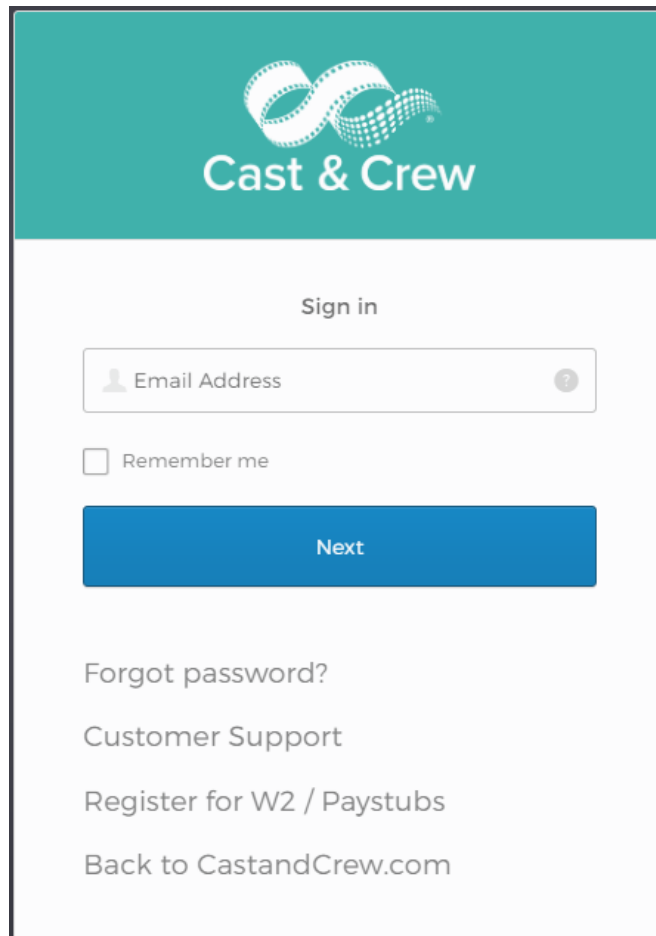
Answer

brussel sprouts

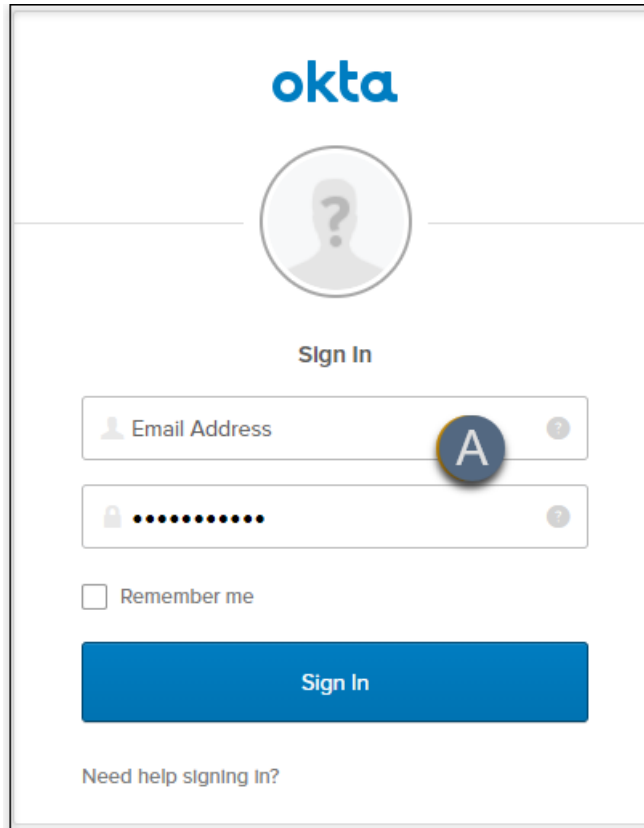
STEP 6. Now, select a security image, which helps to identify you in case you forget your password.



STEP 7. When you have finished, click the **Create My Account** button. A new browser tab opens, displaying the **MyCast&Crew** login dialog. Enter your email address and click the **Next** button.



STEP 8. When the **Okta login** dialog appears, enter the password you created in the Single Sign-On page.



The image shows the Okta login interface. At the top is the 'okta' logo in blue. Below it is a circular placeholder for a user profile picture containing a question mark. Underneath the profile picture is the text 'Sign In'. There are two input fields: the first is labeled 'Email Address' and contains a blue circular icon with the letter 'A'; the second is a password field with ten black dots and a lock icon on the left and a question mark icon on the right. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a large blue button with the text 'Sign In'. Below the button is the text 'Need help signing in?'.

STEP 9. Then, click **Sign In** to go to the **MyCast&Crew** landing page.

Have a question?
Contact support
today.



818.860.7770



plus.support@castandcrew.com



www.castandcrew.com/support/



Cast & Crew