

Create a PBS Account

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What is a PBS Account?

PBS account provides a way for you to establish a unique PBS profile and maintain a single identity across all PBS ecosystems. PBS account may be used to access PBS products like Bento and Media Manager.



Stations can request additional PBS accounts be created by [submitting a support ticket](#) and include the PBS usernames that need to be added.

How to create a PBS account

- Go to <https://account.pbs.org/accounts/register/>
- Type your **first name** and **last name** in the textboxes provided (Figure 1.1).
- In the Email textbox, type the **email address** you want to use for this account then **type it again** in the Confirm Email textbox (Figure 1.2).
- In the Password textbox, type the **password** you want to use for this account then type the **same password again** in the Password Confirmation textbox (Figure 1.3). **⚠ Your password must contain at least one uppercase letter.** Be aware of the *weak/strong password* indicator and try to make your password strong. [See tips on creating a strong password](#)
- Type the **zip code associated with your organization** (Figure 1.4).
- Click the **checkbox** stating that you agree with PBS policies and have read and understand the privacy policy and terms of use (Figure 1.5).
- Click the **box next to *I'm not a robot*** to verify you are an actual human (Figure 1.6).
- Click **Register** (Figure 1.7).

Figure 1

Figure 1 - How to Create a PBS Account

Sign Up

1.1 First Name: John, Last Name: Doe

1.2 Email: johndoe@pbs.org, Confirm Email: johndoe@pbs.org

1.3 Password: [masked], Password Confirmation: [masked]

1.4 Zipcode: 20003

1.5 [] I agree with PBS policies and have read and understand the privacy policy and terms of use.

1.6 [] I'm not a robot

1.7 Register

- Go to the **inbox of the email account with which you registered.**
- Open the **email message from noreply@pbs.org** and click or copy the **link provided** (Figure 3). This link confirms the email address you used when registering.

Figure 2



- A message appears confirming that your account has been verified and you are a registered user (Figure 4.2).

Figure 3



Next steps

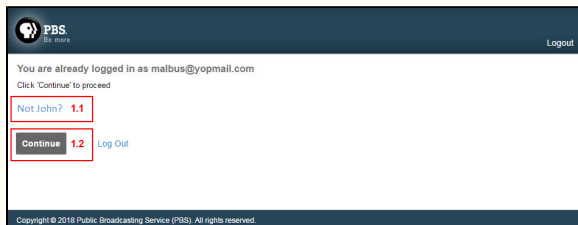
After you have created your PBS account and it has been verified, you can log in to PBS tools such as [Media Manager](#), [Bento](#), and [PBS LearningMedia](#). You must have administrative permissions assigned to your account. To request assignments:

- Stations contact your SPI Representative or the SPI team at pbsi_spi@pbs.org.
- National producers contact webops@pbs.org.



- If you arrive at the following screen showing that you are already logged in, click **Continue** (Figure 1.1).
- If someone else's login name is displayed, click the link **Not <username>**, and login as you normally would (Figure 1.2). This would typically only happen on a shared computer.

Figure 1



How to create a strong password

A strong password:

- is at least eight characters long.
- does not contain your user name, real name, or company name.
- does not contain a complete word.
- is significantly different from previous passwords.
- contains characters including:
 - Uppercase letters: A, B, C
 - Lowercase letters: a, b, c
 - Numbers: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
 - Keyboard symbols: '~!@#\$%^&*()_+={}|[]\;:'<>, . ? /

A password might meet all the criteria above and still be a weak password. For example, Hello2U! meets all the criteria for a strong password listed above, but is still weak because it contains a complete word. H 3ll0 2 U! is a stronger alternative because it replaces some of the letters in the complete word with numbers and also includes spaces.



Tips for remembering your password:

- **Create an acronym** from an easy-to-remember piece of information.
- **Substitute numbers and symbols** for letters and words in an easy-to-remember phrase. Example: Pick a phrase that is meaningful to you, such as *I love winter*. Using that phrase as your guide, you might use 1l0v3w1nT3r for your password.

⚠️ If you feel you must write down your password in order to remember it, make sure you don't label it as your password, and keep it in a safe place.