

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.