

Chapter 2

Creating Your First ChatGPT Account

Welcome to Your AI Journey

Congratulations!

If you've reached this chapter, you've already learned what Artificial Intelligence (AI) is and how it can make everyday life easier.

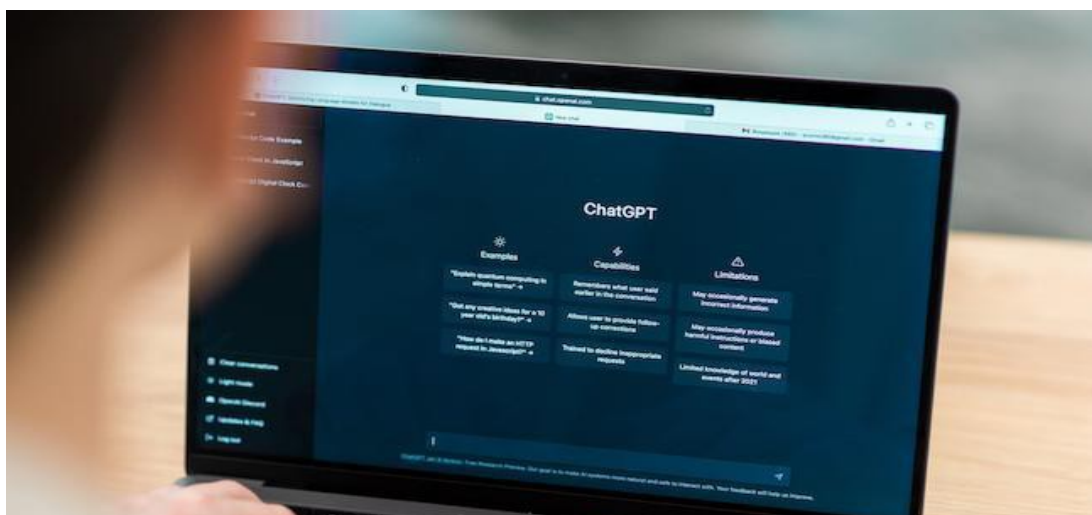
Now it's time to meet your new digital assistant:

ChatGPT.

Think of ChatGPT as a friendly helper that is available 24 hours a day, 7 days a week. It doesn't get tired, impatient, or frustrated. You can ask it questions, request ideas, write letters, explain difficult topics, plan holidays, organize shopping lists, help with recipes, or even assist in creating an online business.

The best part?

You don't need any technical skills to use it.



What Is ChatGPT?

ChatGPT is an AI assistant created by OpenAI.

Instead of searching through hundreds of websites looking for answers, you simply ask ChatGPT a question in everyday language.

For example, you could type:

"Please explain Bitcoin in simple language."

Or:

"Write a birthday message for my granddaughter."

Or:

"Help me plan healthy meals for the week."

Within seconds, ChatGPT produces a helpful answer.

It's like having a knowledgeable friend who is always available.

What You Need Before You Begin

Creating an account is simple.

You'll need:

- ✓ An internet connection
- ✓ A computer, tablet, or smartphone
- ✓ An email address

✓ About five minutes

That's it!

Step 1: Visit the ChatGPT Website

Open your favourite web browser.

Examples include:

- Google Chrome
- Microsoft Edge
- Safari
- Firefox

In the address bar, type:

<https://chatgpt.com>

Then press **Enter**.

You should see the ChatGPT welcome page.

Suggested Screenshot

A full-page screenshot of the ChatGPT home page with the "Sign Up" button highlighted.

Step 2: Click "Sign Up"

Look for the **Sign Up** button.

Click it.

You will be asked how you'd like to create your account.

You can usually choose one of these options:

- Continue with Google
- Continue with Microsoft
- Continue with Apple
- Continue with your email address

If you already use Gmail, choosing Google is often the quickest option.

Otherwise, simply use your email address.

Step 3: Verify Your Email

If you sign up using your email address, OpenAI will send you a confirmation email.

Open your email inbox.

Find the message from OpenAI.

Click the verification link.

This confirms that the email address belongs to you.

Step 4: Create a Password

Choose a password that is:

- ✓ Easy for you to remember
- ✓ Difficult for other people to guess

A good password usually includes:

- Uppercase letters
- Lowercase letters
- Numbers
- Symbols

Example:

Sunshine!2026

Never share your password with anyone.

Step 5: Complete Your Profile

You may be asked to enter:

- Your name
- Your date of birth

Follow the instructions on the screen.

Once completed, your account is ready.

Congratulations!

You are now officially using ChatGPT.

Your First Conversation

After signing in, you'll see a large text box.

This is where you type your questions.

Try something simple:

Hello! My name is Matt. Can you introduce yourself?

Or:

Tell me three interesting facts about South Africa.

Or:

Recommend a good book to read.

Then press **Enter**.

Within seconds, ChatGPT replies.

It really is that easy.

Don't Be Afraid to Experiment

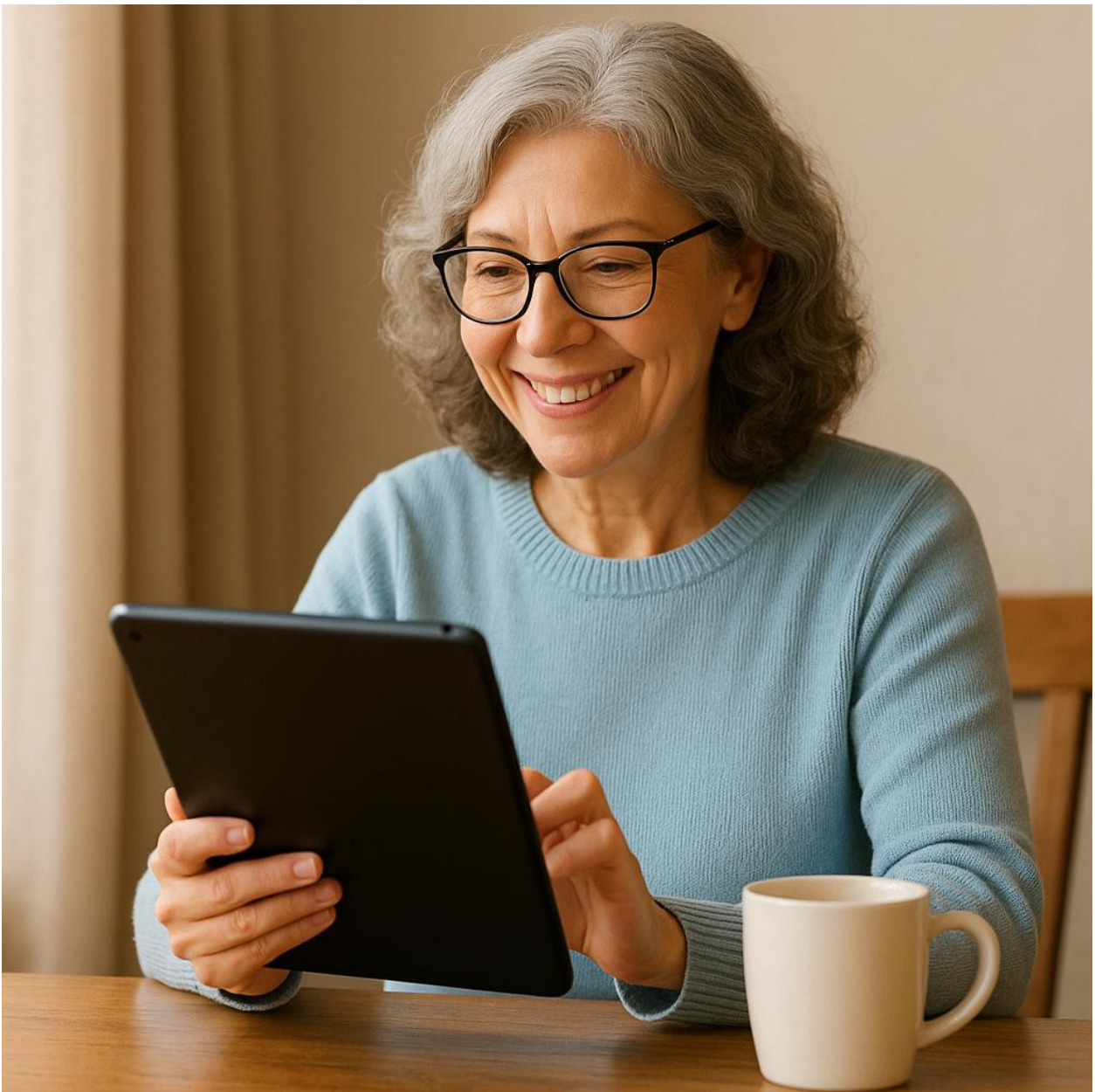
One of the wonderful things about ChatGPT is that there are no silly questions.

You can ask:

- What does this word mean?
- Explain this news article.
- Help me write an email.
- Plan a holiday.

- Tell me a joke.
- Help me organize my finances.
- Explain gardening tips.
- Help me write my life story.

The more you use ChatGPT, the more comfortable you'll become.



Free vs Paid Versions

When you create your account, you'll usually have access to a free version of ChatGPT.

For many people, especially beginners, the free version is more than enough to get started.

Later, if you decide you would like additional features, you can choose to subscribe to a paid plan.

There is no need to do this immediately.

Many people happily use the free version every day.

Safety Tip

Remember that ChatGPT is a powerful assistant, but it is still a computer program.

For your safety:

- ✓ Never share passwords.
- ✓ Never share banking PINs.
- ✓ Never share identity numbers or sensitive personal information.

Think of ChatGPT as a helpful assistant—not a secure place to store confidential information.

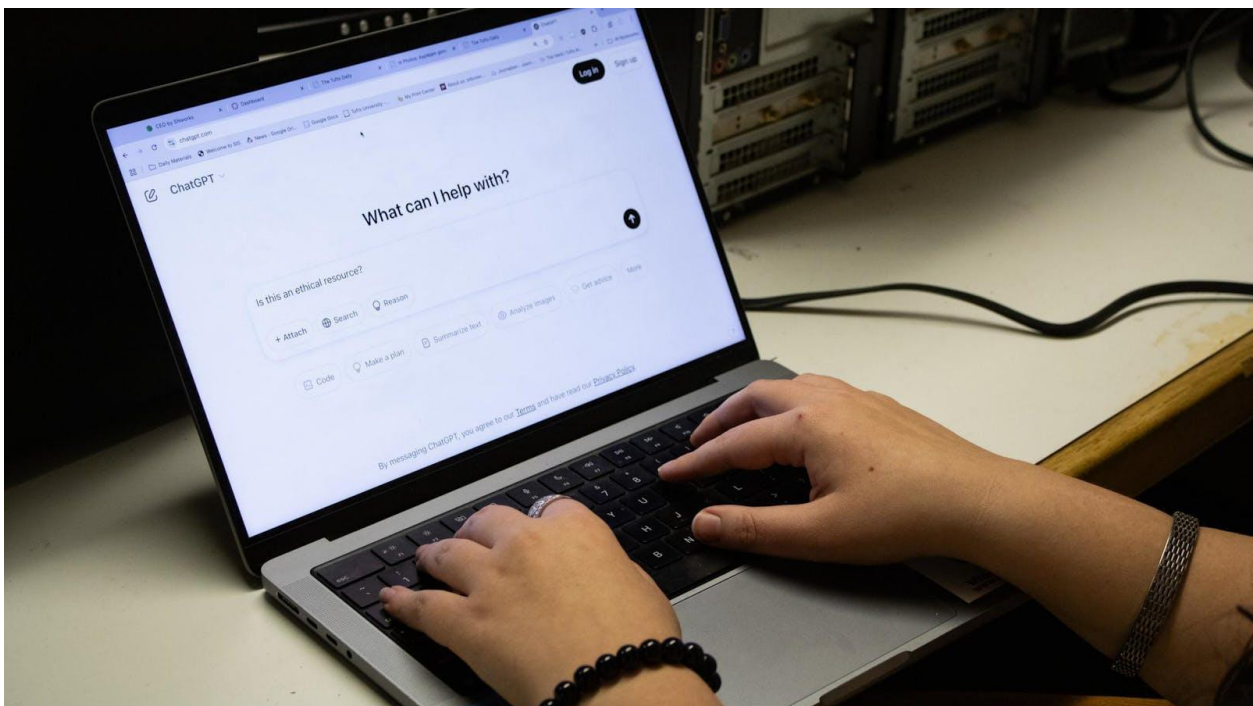
Chapter Summary

You have now learned:

- ✓ What ChatGPT is
- ✓ How to create your account
- ✓ How to sign in
- ✓ How to start your first conversation
- ✓ Basic online safety

You've taken one of the biggest steps in your AI journey.

In the next chapter, we'll learn how to ask ChatGPT the right questions so that you get the best possible answers.



Practical Exercise

Before moving on, spend 10–15 minutes chatting with ChatGPT.

Try asking these questions:

1. What can ChatGPT help me with every day?
2. Tell me a joke.
3. Explain how email works.
4. Suggest a healthy dinner recipe.
5. Recommend a place to visit in South Africa.
6. Tell me something interesting about the history of Table Mountain.
7. Give me five ideas for earning extra income after retirement.

Don't worry about asking the "perfect" question. Just start the conversation and enjoy discovering what ChatGPT can do.

Matt's Practical Tip: "When I first started using ChatGPT, I quickly discovered that the more I treated it like a conversation rather than a search engine, the more useful it became. Don't be afraid to ask follow-up questions—it's often the second or third question that gives the most valuable answer."