



Facebook User Manual

How to Create a Facebook Account via Web

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ISSUED BY

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Revision History

Version	Description of Change	Author	Date of Issue
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1. Overview

This manual is intended to help beginners create a Facebook account using a web browser on a computer or laptop. Whether you're new to social media or simply unfamiliar with Facebook's registration process, this guide will walk you through each step in a clear and simple way.

No technical background is required. All you need is a working internet connection and access to a valid email address or mobile phone number. By the end of this guide, you will have successfully created your own Facebook account and be ready to connect with friends, share updates, and explore the features Facebook has to offer.

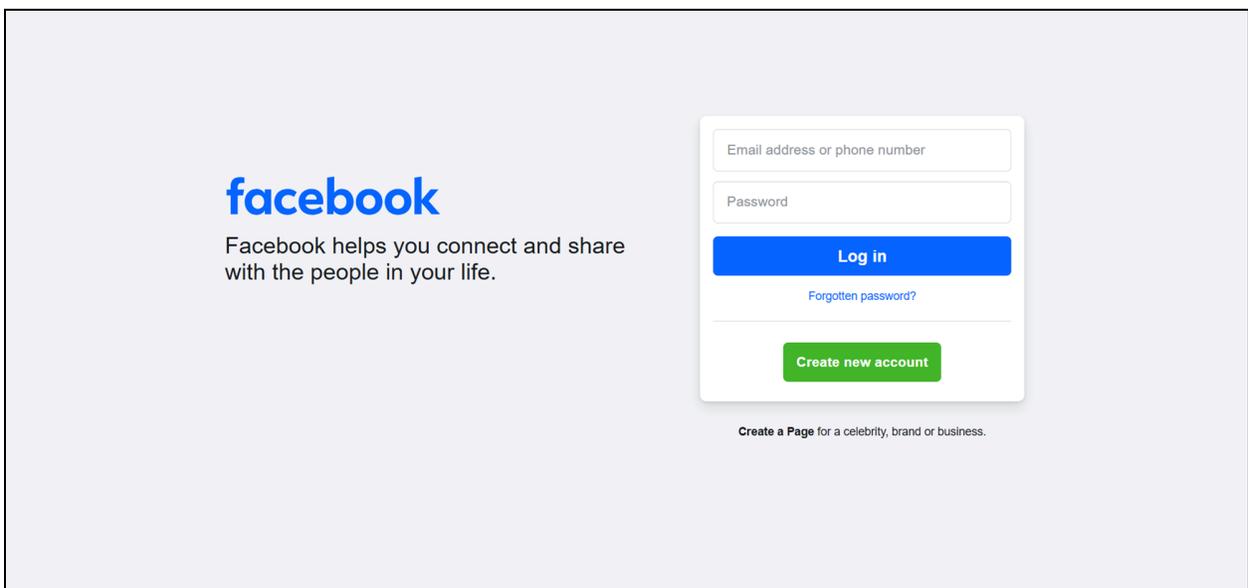
2. Step-by-step Instruction

2.1. Navigate to the Facebook Website

Open a supported web browser (e.g., Google Chrome, Mozilla Firefox, Safari, Microsoft Edge), and enter the following URL in the address bar:

- <https://www.facebook.com>

You will be directed to the Facebook homepage, where the registration form is located.



2.2. Complete the Registration Form

Under the section labeled “Create a new account,” enter the following details:

Field Name	Description
First name	Enter your given name (e.g., John, Maria). This name will appear on your Facebook profile and be visible to your friends and other users.
Surname	Enter your family name or last name (e.g., Smith, Widjaja). It will appear next to your first name on your profile.
Date of birth	Select your date of birth using the dropdown menus for day, month, and year. Facebook requires this information to confirm your age and provide age-appropriate settings. Your age also helps others find you more easily.
Gender (Female, Male, Custom)	Choose one of the following: <ul style="list-style-type: none"> Female: Identifies as a woman

Field Name	Description
	<ul style="list-style-type: none"> ● Male: Identifies as a man ● Custom: Allows you to select your preferred gender identity and optionally specify your pronouns (e.g., she/her, he/him, they/them) <p>This information helps personalize your experience on Facebook.</p>
Mobile number or email address	Enter a valid mobile phone number or email address. This will be used for account verification, password recovery, and login. You must have access to this number or email to complete the registration process.
New Password	Create a strong password that you will use to log into your account. It should be easy for you to remember but difficult for others to guess. A strong password typically includes a mix of letters, numbers, and symbols.
"Sign Up" button	Once all required fields are filled out, click the "Sign Up" button to submit your information. Facebook will then send a verification code to the email or mobile number you provided to confirm your identity and activate your account.

Note:

- The mobile number or email address provided must be valid and accessible, as it will be used for account verification.

2.3. Submit the Registration Form

Once all required fields are completed, click the “Sign Up” button to proceed.

The screenshot shows the Facebook registration form with the following details:

- Facebook logo at the top.
- Section: **Create a new account** (It's quick and easy.)
- Name: Mohamed Benar
- Date of birth: 15 Jun 1992
- Gender: Male (selected)
- Email: muhamed.benar@gmail.com
- Password field (masked with dots)
- Disclaimer: "People who use our service may have uploaded your contact information to Facebook. Learn more."
- Terms: "By clicking Sign Up, you agree to our Terms, Privacy Policy and Cookies Policy. You may receive SMS notifications from us and can opt out at any time."
- Red arrow pointing to the **Sign Up** button.
- Link: [Already have an account?](#)

2.4. Verify Your Contact Information

A verification code will be sent to the email address or mobile number provided. In this example, the verification code is sent to the registered email address.

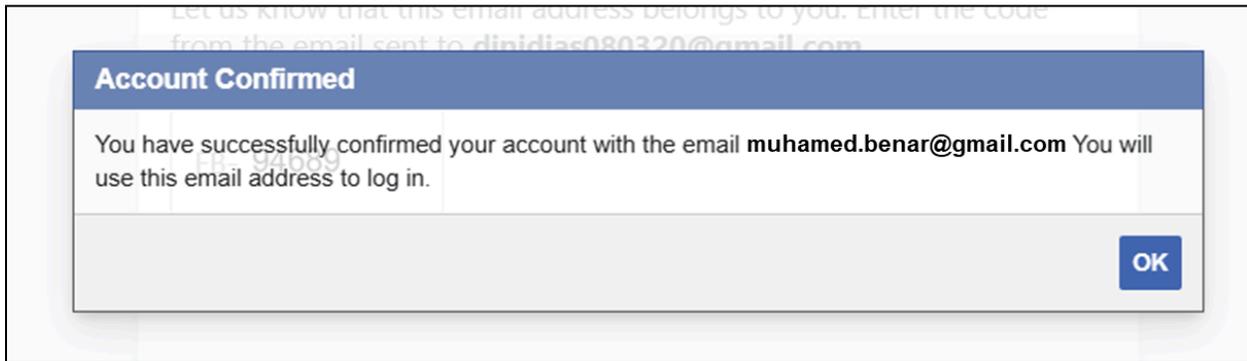
1. Retrieve the code from your inbox.
2. Enter the code into the verification field on the website.
3. Click “Continue” to confirm and activate your account.

The screenshots show the verification process:

- Left Screenshot (Email):** From Facebook Security to Mohamed Benar. Subject: "One more step to sign up". Content: "Hi Mohamed, We got your request to create an account. Here's your confirmation code: FB - 94689". Includes a warning: "Don't share this code with anyone." and a link: www.facebook.com/help/check-email.
- Right Screenshot (Verification Screen):** "Enter the code from your email". Instruction: "Let us know that this email address belongs to you. Enter the code from the email sent to muhamed.benar@gmail.com". Input field contains "FB- 94689". Buttons: "Update Contact Info" and "Continue".

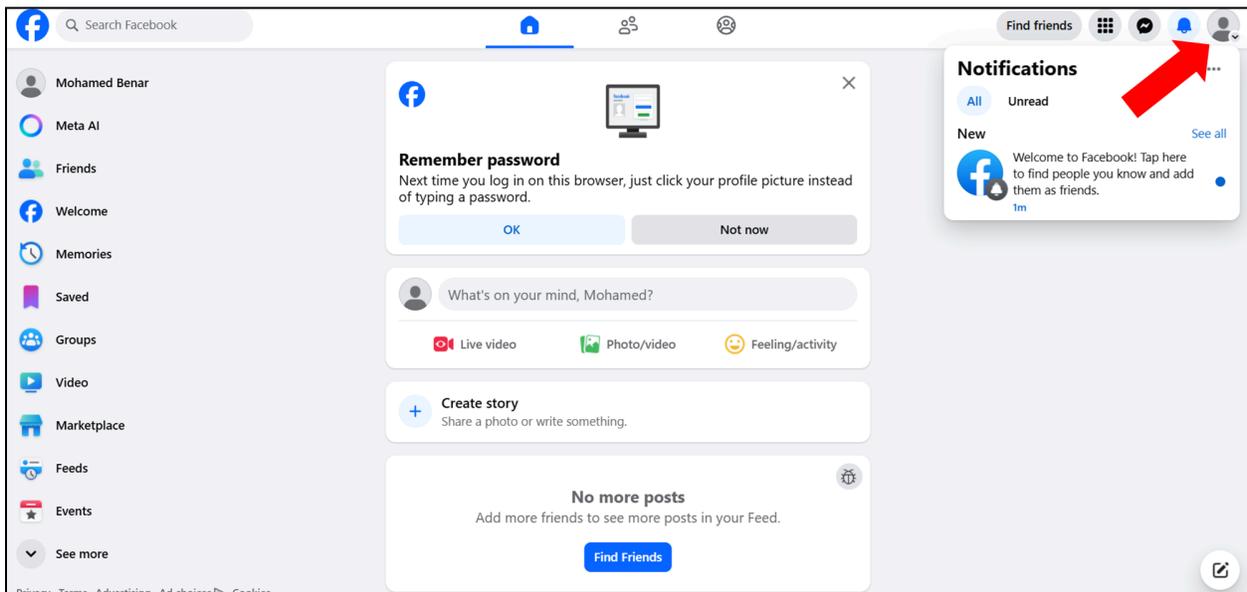
If the code is not received within a few minutes, click the “Resend Code” link to generate a new one.

A successful confirmation pop-up notification appears, informing the user that the email address can be used to log in to the account.



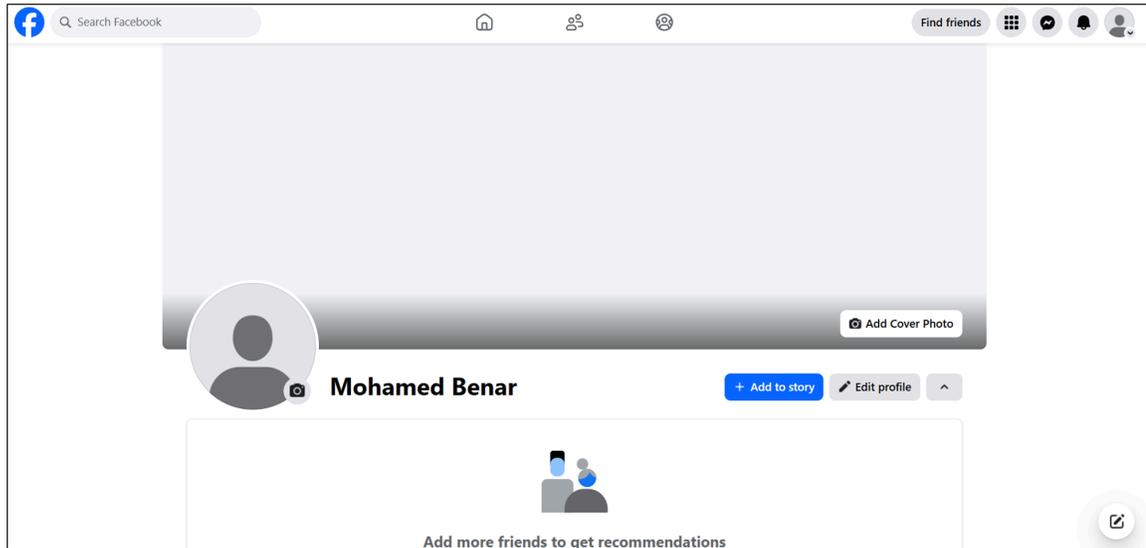
2.5. Initial Profile Setup

After successful verification, you may proceed with the initial setup of your profile. You can access your profile page by clicking the profile icon at the top right of the homepage.



Here, you can modify your profile, including:

1. Uploading a profile photo (optional)
2. Adding friends by importing contacts or searching for users (optional)
3. Configuring privacy and security settings (recommended)



2.6. Completion

Your Facebook account is now active and ready for use. You may log in at any time using your registered credentials.

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