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HOW TO SET UP YOUR HOSTING ACCOUNT For Windows Server

The following will guide you through setting up your free hosting account.

Go to <https://signup.hostgator.com/hg4/winshared>

STEP 1: CHOOSE A DOMAIN

You must fill in option A or B (Register a New Domain OR I Currently Have a Domain Name) on this page before you proceed to Step 2. You must also enter your Activation Key in this step.

Option A. Register a New Domain: Use this option **ONLY** if you would like to purchase your own domain name (website name) from HostGator.com. Domain names are not included as free with your activation fee. If you enter a domain name in this section, you will be charged for the registration of this domain. *If you do not want to buy a domain name, you **MUST** use the second option on this page, as described below.*

Option B. I Currently Have a Domain Name: Use this option if one of the following two scenarios applies to you:

1. You will be using a domain name that you already own.

If you already own a domain name, and you wish to use it with your HostGator.com hosting account, you will enter that domain name in the box for “I Currently Have a Domain Name”. You will also need to change the nameservers at the domain registrar. You will be emailed your nameservers after your account is activated.

2. You do not wish to use a registered domain name at all.

If you do not already own a domain name, and you also do not wish to register a new domain name, then you must enter a “dummy domain” name in the box for “I Currently Have a Domain Name.” Your dummy domain is **uta-YourName.edu**. So if your name is John Smith, for example, you will enter **uta-johnsmith .edu** in the box for “I Currently Have a Domain Name.”

Please note that this will not be a working domain name that you can view online. Since our system requires there to be a domain name associated with your account, your “dummy domain” will serve this purpose. However, you can still view the websites and other work you host through this account by using an alternative URL. Once your account is activated, you will be emailed instructions on how to use the alternative URL, referred to as “temporary URL” to view your work online throughout the semester.

Enter a Coupon Code: **Replace the coupon code SUMMER with your Activation Key**, which is was emailed to you . This will provide your free hosting for the duration of the semester. **If you do not enter this key, your account will not be activated.** Please note that this Activation Key will only activate a total number of hosting accounts equal to the number of students in your class.



STEP 2: BILLING INFORMATION

You will **NOT** be billed for the duration of the semester, and as long as you cancel at the end of the semester, you will never be billed for this hosting service. If you choose to keep your hosting account past the end of the semester, the fee for this hosting package is \$9.95 per month, beginning after the semester ends. You will never have to pay for any hosting services you use during the semester.

Please confirm your hosting package information:

Make sure the following values are set for Package Type and Billing Cycle.

Package Type: Business

Billing Cycle: 1 Month

Please choose your account information:

Username: Enter a valid username of your choice.

Security Pin: Enter a valid Pin of your choice.

Please enter your billing information:

Even though you are not paying for this hosting account, our system requires that you fill out this section.

Billing Information:

You must enter your name and **a valid school email address from your school ending in .edu** in this section. **If you do not enter a valid email address from your school ending in .edu, your account will not be activated.** You may enter the school's address and phone number if you prefer not to include yours. Please note that if you decide to keep your account past the end of the semester, you will be required to enter your address and phone number at that time.

Payment Information:

Even though you are not paying for this account, our system requires you to select either Credit Card or Paypal. If you select Paypal, you do **NOT** have to enter any credit card information.

You will **NOT** be billed for the duration of the semester. You may see an amount due of \$.01 upon completion of sign up. This is billing automation that displays for security purposes to avoid fraudulent sign ups, but with your University Partners activation key, you will not have to pay this penny, and the invoice will be removed from your account.

CREATE ACCOUNT:

Make sure the the Terms and Conditions box is checked, and click the CREATE ACCOUNT button at the bottom of the screen. If you selected Paypal in the previous step, you may see a page displaying coupons for *SiteLock*, *Voipo* and *Accept Credit Cards Online*, **the top of which will ask you to Pay Now or Subscribe through Paypal. If you see this page, you can disregard it entirely. You do not need to click anything on this page. Your account has already been created, and you do not need to click anything else.**



ORDER COMPLETION

Once you complete Step 2 of the sign up process, your new hosting account will be activated within the next business day.

Once your account is activated, you will receive an email that will provide all of your login information including:

- Plesk username and password
- Account management (billing link) username and password
- Temporary URL – This is the URL used to view a site before the domain name has propagated. Also, if you are using a dummy domain instead of a registered domain, this “Temporary URL” is how you will view your work online.

Please read if you are using a dummy domain instead of a registered domain name

- If you are using dummy domain name instead of a registered domain name, you will always view your online work through the Temporary URL, which is <https://serverIP:8443/sitepreview/http/MyDomain.com> or <https://ServerName/sitepreview/http/MyDomain.com>.
- Here is an example:
 - Your IP address is 111.222.333.444
 - Your domain name is xyz-FirstNameLastName.edu
 - Your Tempory URL will be <http://111.222.333.444:8443/sitepreview/http/xyz-FirstNameLastName.edu>.
- In order to view scripts you install, such as Wordpress, on your Temporary URL, you will need to follow a few additional steps. To view these steps, go to <http://support.hostgator.com/articles/specialized-help/technical/wordpress/wordpress-home-fix> and scroll down to the last section called **Walk-through for setting the WordPress domain to your temporary URL (web address) or shared SSL address, with only Database access.**

How To Cancel: To cancel your account at anytime, or at the end of the semester, go to <http://hostgator.com/cancel.php>. If you wish to keep your account past the end of the semester, simply do nothing, and your “Business Hosting Package” will remain active, billed at the normal rate. You may also change the hosting plan to a different package if you wish.