STEP-BY-STEP ACCOUNT SETUP

# Jasper AI & Canva AI

A practical beginner’s guide to creating an account, signing in, and getting started

**TRAINING MODULE • DAY 09**
AI for Office & Productivity — marketing content, posters, flyers, presentations, and social media design.

*For classroom and self-study use*

# Before you begin

Use a current browser such as Chrome or Edge and a reliable internet connection. The exact buttons and screen layouts may change as the services update their websites.

- Have access to an email inbox or a supported sign-in account.
- Use your own account or an account you are authorized to access.
- Keep your password and one-time verification codes private.
- Check plan details before starting any trial or entering payment information.

**Important**

This guide explains the usual setup flow. The available signup methods, free features, AI tools, trial terms, and billing requirements can vary by country, account, organization, and date.

# Part 1 — Jasper AI account setup

Jasper is an AI platform focused on marketing content and brand-oriented workflows.

## A. Create a new Jasper account

1. **Open the official website.** Open your browser and visit https://www.jasper.ai/. Use the official website rather than an unfamiliar third-party signup link.
2. **Choose the signup or trial option.** Click the button shown for getting started, signing up, or starting a trial. Wording can change.
3. **Select an offered signup method.** Follow the options shown on the page. Enter the requested details or continue with a supported external sign-in method if offered.
4. **Verify your email or identity.** Check your inbox and spam/junk folder if a verification message is required. Enter the code or follow the verification link shown by Jasper.
5. **Review plan and billing terms.** Before accepting a trial or paid plan, read the current price, trial duration, renewal date, cancellation rules, and whether a payment card is required.
6. **Finish setup and open the workspace.** Complete any onboarding questions and proceed to the Jasper dashboard or workspace.

Official links:

- Jasper official website
- Jasper app
- Jasper Help Center

## B. Sign in to an existing Jasper account

7. Open https://app.jasper.ai/ or use the login link from Jasper's official website.
8. Choose the same sign-in method you used when you registered.
9. Enter the requested account details and complete any verification prompt.
10. If asked, select the correct workspace or organization.
11. If you cannot sign in, use the password-recovery or support option on the official site.

## C. First practice task in Jasper

After you reach the workspace, open an available writing or content-creation workflow. Menu names and features depend on your plan.

**Copy-and-use practice prompt**

Act as a marketing copy assistant. Write three Facebook promotional posts for a fictional bakery serving local students and families. Use a friendly tone and include a clear call to action. Do not invent prices, discounts, testimonials, or product claims.

- Generate the drafts using the available action.
- Compare the three versions and choose the clearest one.
- Ask for a shorter version or a different tone if needed.
- Check spelling, facts, names, offer terms, and claims.
- Save or export the draft using the options available in your workspace.

# Part 2 — Canva account setup

Canva is a visual design platform for presentations, posters, flyers, documents, and social media content. Some accounts also have access to AI-assisted features.

## A. Create a new Canva account

12. **Open Canva.** Visit https://www.canva.com/ in your browser.
13. **Click Sign up.** Look for Sign up on the homepage.
14. **Choose a signup method.** Select an available option, such as Google, email, Microsoft, or another method shown on the page. Use an account you control.
15. **Enter the requested details.** Follow the prompts for your chosen method. If using email, enter the requested address and account information.
16. **Verify your account.** If Canva sends a code or verification link, retrieve it from your inbox and complete the prompt.
17. **Open your Canva homepage.** After setup, you should reach the Canva homepage or dashboard. You can now choose a design type.

Official links:

- Canva official website
- Canva login page
- Canva AI
- Canva Help Center

## B. Sign in to an existing Canva account

18. Open https://www.canva.com/login/.
19. Choose the same method used when creating the account (for example, Google or email).
20. Complete any password, verification, or approval prompt.
21. If you belong to a team, confirm that you are in the correct account or workspace.
22. If the wrong account opens, sign out and retry using the original signup method.

## C. Find and use Canva AI

23. **Open Canva AI.** Visit https://www.canva.com/ai/ while signed in, or look for AI tools in the Canva homepage or editor. Options vary by account.
24. **Describe your design.** Write a prompt with the design type, audience, topic, visual style, and exact text you want included.
25. **Choose a result or template.** If AI design options appear, compare them. Otherwise, start from a template and edit it manually.
26. **Edit the design.** Correct the text, adjust fonts and colors, add suitable images, and check alignment and readability.
27. **Download or share.** Use Share or Download and select an available format, such as PNG for a social post, PDF for a flyer, or PowerPoint if offered for a presentation.

### Copy-and-use Canva AI prompt

Create a professional social media poster for a computer training center. Use a clean blue-and-white theme. Include the headline “Learn AI for Office Productivity” and a clear registration call to action. Keep the layout readable on a mobile screen. Do not invent dates, fees, addresses, or contact details.

## Example: create a presentation

28. Choose a presentation design or an available AI presentation tool.
29. Enter the topic, target audience, approximate slide count, and preferred style.
30. Review every generated slide and replace incorrect or unsupported claims.
31. Check spelling, consistency, visual quality, and source accuracy.
32. Export in an available format after reviewing the complete presentation.

# Part 3 — Common problems and solutions

| Problem | What to try |
|---|---|
| Verification email/code not received | Check the address, spam/junk folder, and wait briefly. Request another code if the service offers that option. |
| Forgot password | Use the official password-recovery link on the relevant login page. |
| Wrong account opens | Sign out and use the same sign-in method and email used at registration. |
| Canva AI feature is missing | Check account, plan, regional availability, workspace settings, and current feature access. |
| Jasper asks for payment details | Read the current trial and subscription terms before proceeding. Do not enter payment details unless you understand the charges and renewal conditions. |
| AI output contains errors | Review all names, dates, prices, claims, and generated text before sharing or publishing. |

# Part 4 — Learner checklist

- ☐ Opened the official Jasper website.
- ☐ Created or signed in to a Jasper account.
- ☐ Generated and reviewed a marketing draft.
- ☐ Opened Canva and created or accessed an account.
- ☐ Found Canva AI or selected a design template.
- ☐ Edited a poster, flyer, or presentation.
- ☐ Checked spelling, facts, and design readability.
- ☐ Saved, downloaded, or shared the finished work.

# Account safety reminders

- Never share passwords, one-time codes, recovery codes, or payment details with classmates.
- Use only accounts you own or are authorized to access.
- Avoid uploading confidential business or customer information to AI services unless your organization has approved it.
- Check the latest plan, privacy, and billing information on the official websites before using these services for business.

# Official resources

- Jasper website
- Jasper app
- Jasper Help Center
- Canva website
- Canva login
- Canva AI

- Canva Help Center

**Training note:** Website layouts, signup methods, trial conditions, pricing, AI features, and usage limits can change. Follow the current instructions shown on the official service pages.