**Power of Service – NMHU – Dr. Kent Tucker**

**To Sign Up For Morningstar – Basic (Free) Membership**

1. Type in **Morningstar.com** and hit enter.
2. Scroll down on your computer screen until **Morningstar | Empowering Investor Success** is displayed on your computer screen in blue. Click on the icon. The Morningstar webpage is displayed.
3. **Sign Up** and **Sign In** are displayed on the top-right of the computer screen. Click **Sign Up**. **Create your account** shows on the top-middle of your computer screen.

If **Sign Up** is not displayed at the top – right of the computer screen, but a circle and upside-down U character (stick figure) is displayed instead, click the **stick figure**. (This stick figure is sometimes displayed when the computer screen is sized at as an example 150%). Click the three dots and reduce the %, this can bring up **Sign Up** and **Sign In** being displayed. Sign In to Morningstar appears on the top middle of the computer screen. Below this is – Not a member? **Join now.** Click – **Join now.** **Create your account** shows on the top-middle of your computer screen.

1. **Create your account** has below it, four grey strips. The four grey strips display – **First Name, Last Name, Email address,** and **Password**. Type in the requested information in the four grey strips.
2. **Are you a financial professional?** with a **Yes** or **No** statement with two circles is displayed. Click the **No** circle.
3. A - **Get emails about new products and features and a daily look at our latest insights** is displayed on the computer screen. Do not check the square box to the left of the statement.
4. A - **Get emails about new investment ideas from companies carefully screened by Morningstar** is displayed on the computer screen. Do not check the square box to the left of the statement.
5. A – **I have read and agree to the Morningstar Terms of Use (“Terms of Use”), the license agreement which governs my use of the Morningstar.com Website, including, without limitation, the Premium Service**. Check the square box to the left of the statement.
6. Click **Create Account** in blue displayed on the bottom-center of the computer screen.

 10.Welcome to Morningstar! Is displayed on your computer screen.

 11.Scroll down and a **Continue to site** icon is displayed. Click

 **Continue to site** icon.

 12. **My Account** is displayed on the top right corner of your computer

 screen. Click this icon and click **Sign Out**.

 13. Click **X** on the top right corner of your computer screen. You

have successfully logged out of the Morningstar website/data-

base.

 14. Follow the instructions on the – **How to Log In to Morningstar –**

 **After Subscribing to the Basic Membership** sheet to start your

 research of mutual funds using Morningstar.

END