Creating a website where you can display your work can seem like a daunting task, but anyone can do it. For around $20-$40, you can buy your own domain name and a year-long hosting agreement, which will give you a venue for displaying your work to potential employers. **Just follow these steps.**

**There are three steps** involved in getting a new website online:

1. **Purchasing a Domain** (website address)
2. **Purchasing a Hosting Agreement** (paying a company to host your site)
3. **Web Site Design** (creating and managing your website’s content)

There are hundreds of companies that offer these services. It’s up to you to pick your hosting company, but the process of buying and managing your service will be similar for most companies. Here is a very short list of some of the most popular companies:

A quick Google search for any of these companies (or for “Web Hosting Companies”) will yield the addresses for a variety of hosting services. NYU does not officially endorse any web hosting companies. For the purposes of this guide, we will use iPage. For content creation and management, we’ll use a free program called **Wordpress.**

**Step 1: Purchasing a Domain**
iPage, as of the date of this guide’s publication, is offering a plan with the following features:

a. A low introductory monthly fee
b. Free domain registration
c. Unlimited disk space and bandwidth (bandwidth is the amount of data transmitted by the company to your site’s visitors)
d. Good customer reviews

You should carefully research your company before you chose it! Once you’ve done that, you’re ready to make your purchase. (see next page)
Your first step is to choose your domain. Whatever you choose, it must not already be owned by someone. For example, if you want your site to be johnsmith.com, but that address already is taken, you could choose johnqsmith.com as an alternative. Your hosting company automatically will tell you if your address is available.

Once you’ve chosen your address, you’ll have to choose your hosting agreement.

As you can see, with this plan the domain registration is free, and the hosting will cost about $20 for one year, pre-tax. One very important feature selected above is domain privacy. Every person who registers a website will be publicly visible on this and similar pages: whois.domaintools.com
If a person searches for your web address in that database and you DON’T have privacy protection, your name, address, email, and phone number will be visible to the public. Purchasing Domain Privacy lists your website’s registrant as the company from which you buy privacy protection. It is highly advisable that you buy domain protection.
(see next page)
Your host may try to convince you to purchase a lot of extra features. They may even automatically select them for you, requiring you to opt-out.

Generally, these features are unnecessary. Unless you know what you’re doing, you should de-select them so you don’t accidentally pay for something you don’t want or need.

Once you’ve made your purchase, your experience will vary slightly. iPage tries to get you to enter a lot of information about how your site will be used, but because Wordpress will manage that for us later, you can skip this step. Next you may be asked again to buy more features. Skip these. After this process, it may take up to a few hours for your site to become registered and ready for use.

At this point, you should get a whole bunch of e-mails from your host about what to do next. Follow them carefully.

You may be required to verify your domain within 15 days of your purchase. You should get an e-mail that will lead you to a page like this -

Once you’ve verified your domain and followed all of the other instructions from your host, you’ll be ready to start adding content to your website.
The final step of creating a new site is populating it with content. For this guide, we will use a Content Management System (CMS) called Wordpress. This system will provide us with a template site layout and an interface we can use to upload text and media to the website.

In iPage, your website content is managed using a control panel. You would access your iPage panel by visiting iPage.com/controlpanel. You will use your control panel to install Wordpress on your site:

Click on the Wordpress icon and then follow these steps:

1. On the top right of the screen, click on “Install a brand new instance”
2. Click “Check Domain”
3. You will be warned that files already exist. Click “Continue”
4. VERY IMPORTANT: Select “show advanced options” so that you can see what your login and password will be. You may reset these if you want. (see next page)
The installation will take a few minutes. Look at the top of your screen:

5. When this process is finished, follow this URL: [your site name.com]/wp-admin
   Here you will enter the user name and password you took down during step 4
6. When you log in, you will see the WordPress dashboard. From now on, this is what you will use to manage your website. First, find the “Connect to Word Press.com” link and click it:

Sign in using a Wordpress.com account (NOT the one you used to sign into your new website. If you don’t have a Wordpress.com account, you can create one: https://signup.wordpress.com/signup/?user=1

7. Go to the “Users” submenu, navigate to “Nickname,” and change it to “Admin.” Then go to the bottom of the page and click “Update Profile.” Then, still in the “Users” submenu, find “Display name publicly as” and select “Admin.” This way your e-mail won’t be public.

8. Before content will appear on your site, you have to choose a theme. Do so by hovering on “Appearance” and then clicking on “Themes.” By default, “Twenty Fourteen” will be selected for you. For now, we’ll use this one, but you can change it whenever you want.

9. You’ve probably noticed that your site doesn’t actually load yet - it’s time to bring your site live. (see next page)
If you’re using iPage, go back to ipage.com/controlpanel
If you’re using a different host, navigate to your file manager and do the following:

10. Find the file manager and open it.
11. Look for **Home.html**

12. Double click on Home.html to re-name it. Rename it to Homeold.html
13. Clear your web browser’s cache (this process varies depending on your browser)
14. Now when you load your webpage, you should see your wordpress site. **Note that if you don’t enter www. before your address, it may take several hours before entering your address without www. will properly redirect to your site.** This should happen automatically after a few hours.
15. Go back to [yoursitename.com]/wp-admin
   In the “settings” menu on the, change your “Site Title” and “tagline” to suit your needs. You can use your name and the word “portfolio,” for example.
16. Now you’re ready to post! Note that by default, there is a post called “Hello World!” You can edit or delete this.

For detailed information about managing your Wordpress posts and themes, refer to the Wordpress: Themes and Posting guide available at: http://journalism.nyu.edu/about-us/multimedia-resources/frequently-asked-questions/