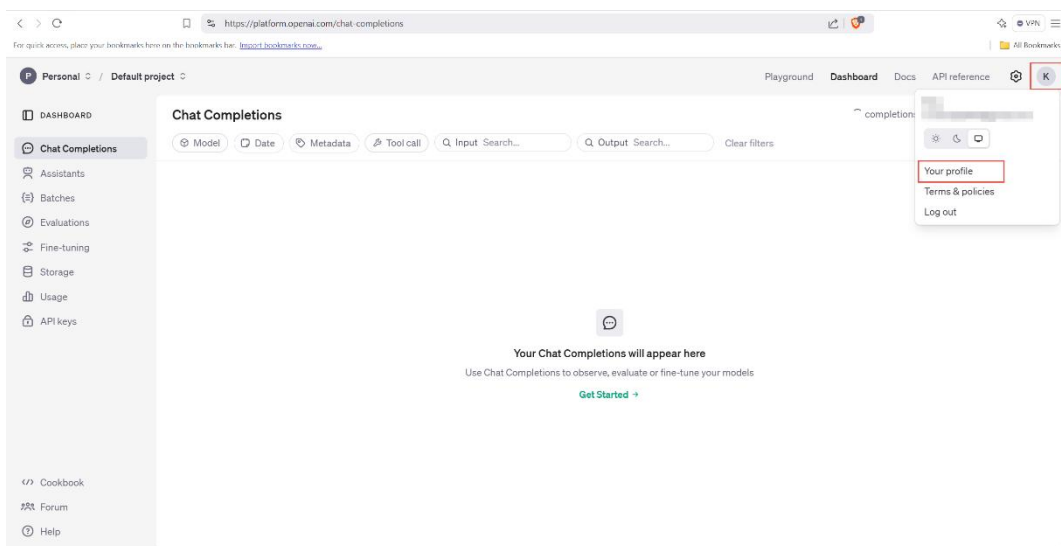


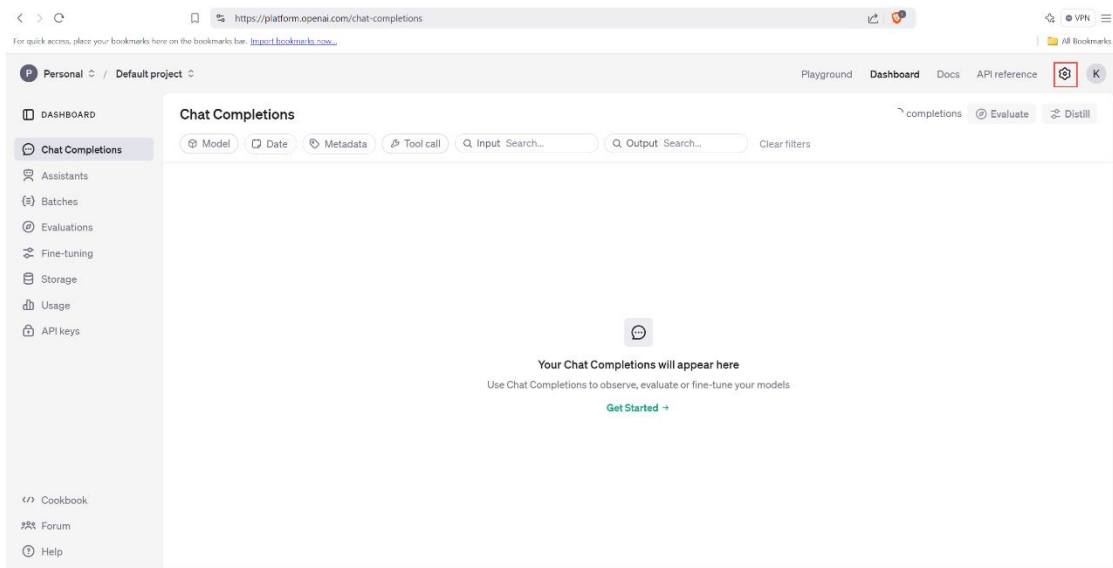
EC-Council -Classroom OpenAI Setup Guide

1. Visit the OpenAI platform (<https://platform.openai.com>) and sign up or log in to your existing account. After signup access your OpenAI account using this link: [Login - OpenAI](#).
2. Once logged in, click the profile icon at the top-right, click **Your profile** option and navigate to the **Billing** section.



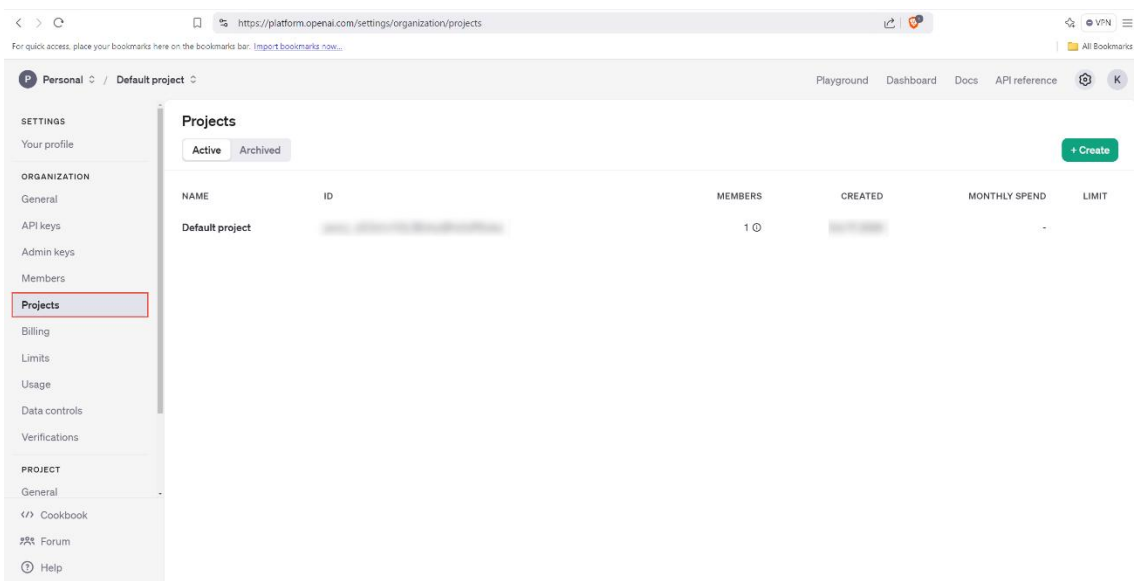
3. Under Billing section, go to **Payment methods** and click **Add payment method** to add a payment method.
4. Go to **Overview** and click **Add to credit balance**.
5. Enter minimum amount, i.e. **\$5** for **Amount to add**, and click **continue**. Please refer <https://openai.com/api/pricing/> for API pricing details.
6. Click **Confirm payment** and complete the transaction to add the credit balance.
7. **Access the settings:**

- Click on the settings icon in the top right corner to access all settings options.



8. Navigate to Organization Settings:

- Under the settings menu, locate and click on **ORGANIZATION** settings. Then, select **Projects** to view all existing projects.

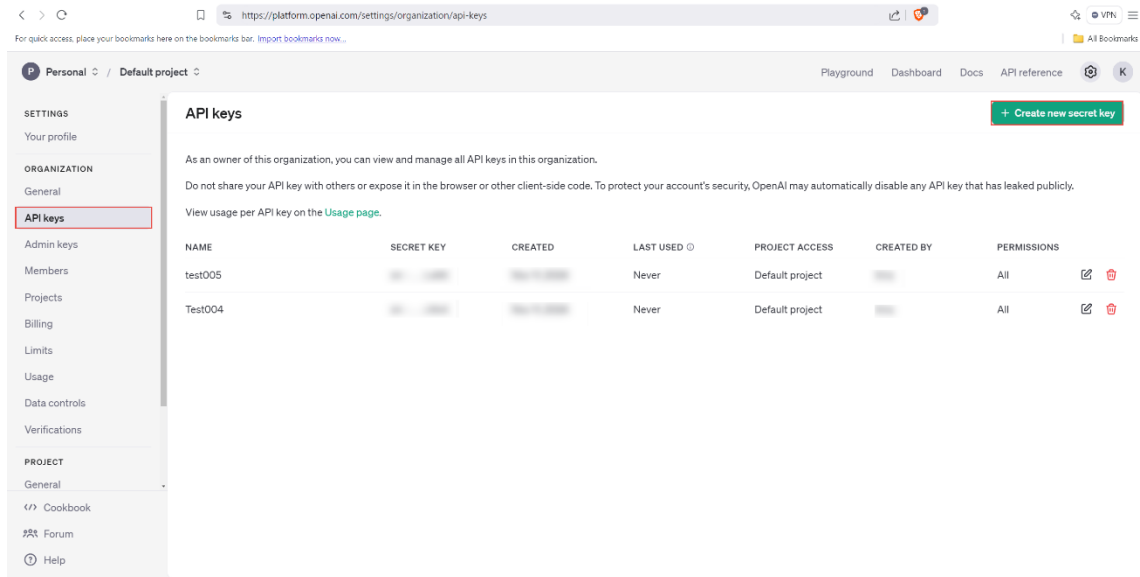


9. Create a New Project:

- Click on the **+Create** button to initiate the creation of a new project. A popup will appear prompting you to enter a new project name.
- Enter a project name (e.g., CEHv13 Class-A) and click on the **Create** button. The newly created project will be listed on the Projects page.

10. Option A: Create a Secret Key and share it with all the students:

- Go to **API keys** from the left pane and click on the **+ Create new secret key** option from the top right corner. A popup will appear asking for the Name and Project.



- Enter a name in the name section (e.g., Class-A) and select the previously created project name from the dropdown list under the **Project** section. Click on **Create secret key** to generate a new key.
- Now share this key with all the students while performing the labs.

11. Option B: Create individual Secret Key for each student:

- Go to **API keys** from the left pane and click on the **+ Create new secret key** option from the top right corner. A popup will appear asking for the Name and Project.
- Enter the student's name in the **Name** section (e.g., Student 1, Student 2, etc.) and select the previously created project name from the dropdown list under the **Project** section. Click on **Create secret key** to generate a new key for the user.
- Follow the same steps and create an individual key for each student.

12. Advantages of Each Method:

1. **Option A:** This method is easier to set up but does not allow for individual student access management. You can also disable a single API key to disable access to all the students.
2. **Option B:** This method is beneficial for managing individual student access, allowing you to disable a particular student's access without affecting others.