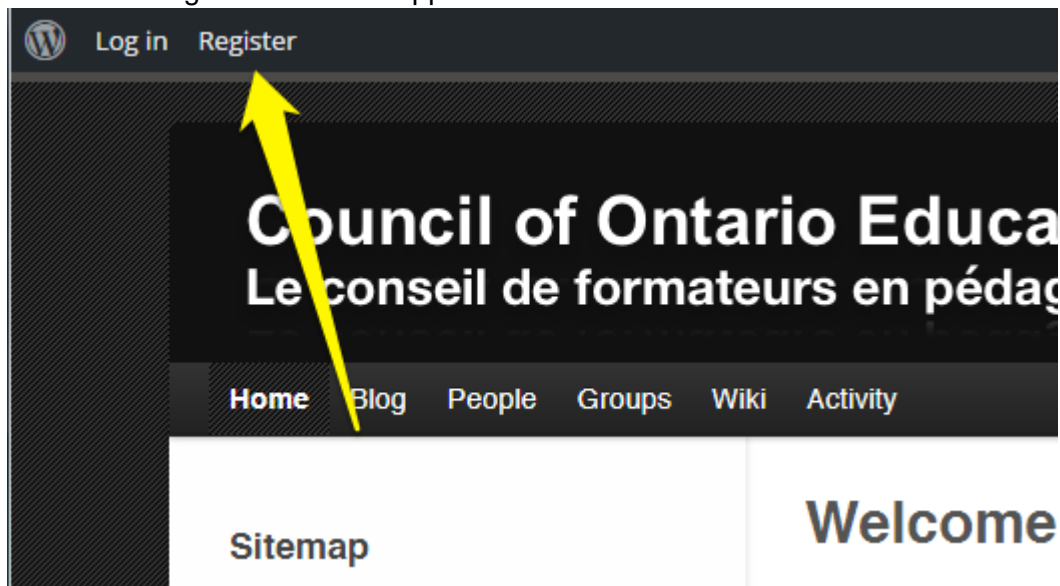


HOW TO: create and activate a new COED account

1. Navigate to <http://www.coedcfpo.ca/>
2. Select the Register link in the upper left hand corner.



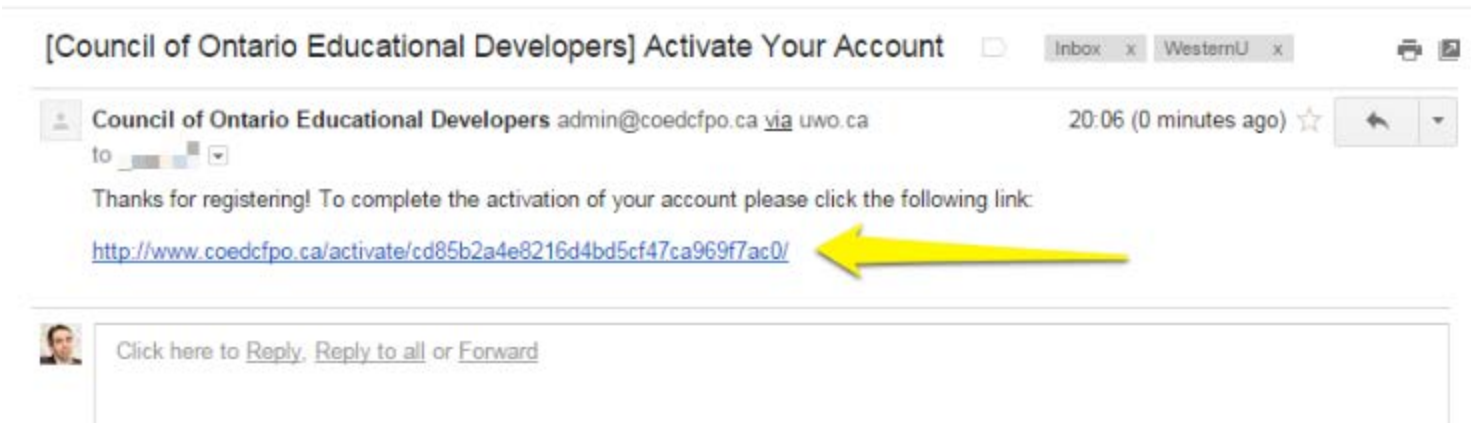
3. Enter and submit the relevant data to create an account.

A screenshot of the 'Create an Account' registration form. The form is titled 'Create an Account' and includes a sub-header 'Le conseil de formateurs en pédagogie de l'Ontario'. Below the title is a navigation bar with links for 'Home', 'Blog', 'People', 'Groups', 'Wiki', and 'Activity'. The form is divided into two columns: 'Account Details' and 'Profile Details'. The 'Account Details' column contains fields for 'USERNAME (REQUIRED)' (filled with 'ontarioed'), 'EMAIL ADDRESS (REQUIRED)', 'CHOOSE A PASSWORD (REQUIRED)', and 'CONFIRM PASSWORD (REQUIRED)'. The 'Profile Details' column contains fields for 'FIRST NAME (REQUIRED)' (filled with 'Ed'), 'LAST NAME (REQUIRED)' (filled with 'Ontario'), and 'COLLEGE / UNIVERSITY (REQUIRED)' (filled with 'Example University'). There are also visibility settings for each field: 'This field can be seen by: Everyone' for the first name, and 'This field can be seen by: All Members' for the last name and university. A 'Groups' section is partially visible at the bottom left.

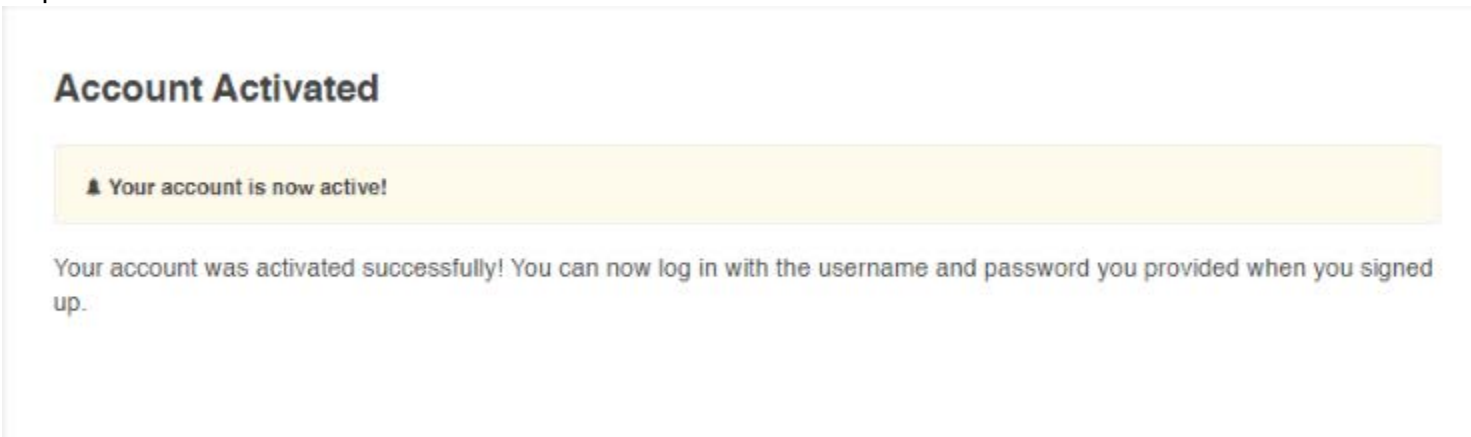
4. If sign up successful, you will receive this message. You now need to activate your account via a link sent to your email address.



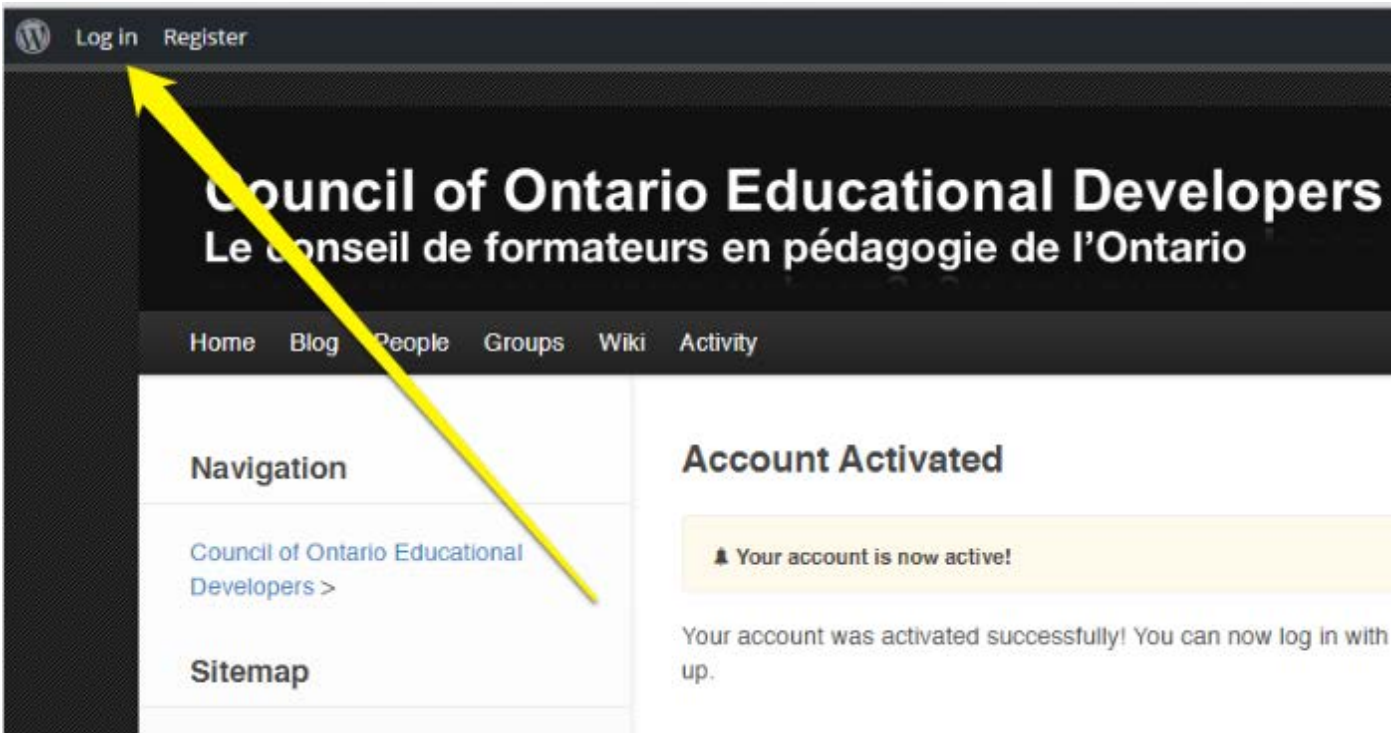
5. Navigate to your email account and when the message is received, click on the link. Check your Spam folder if the message does not arrive.



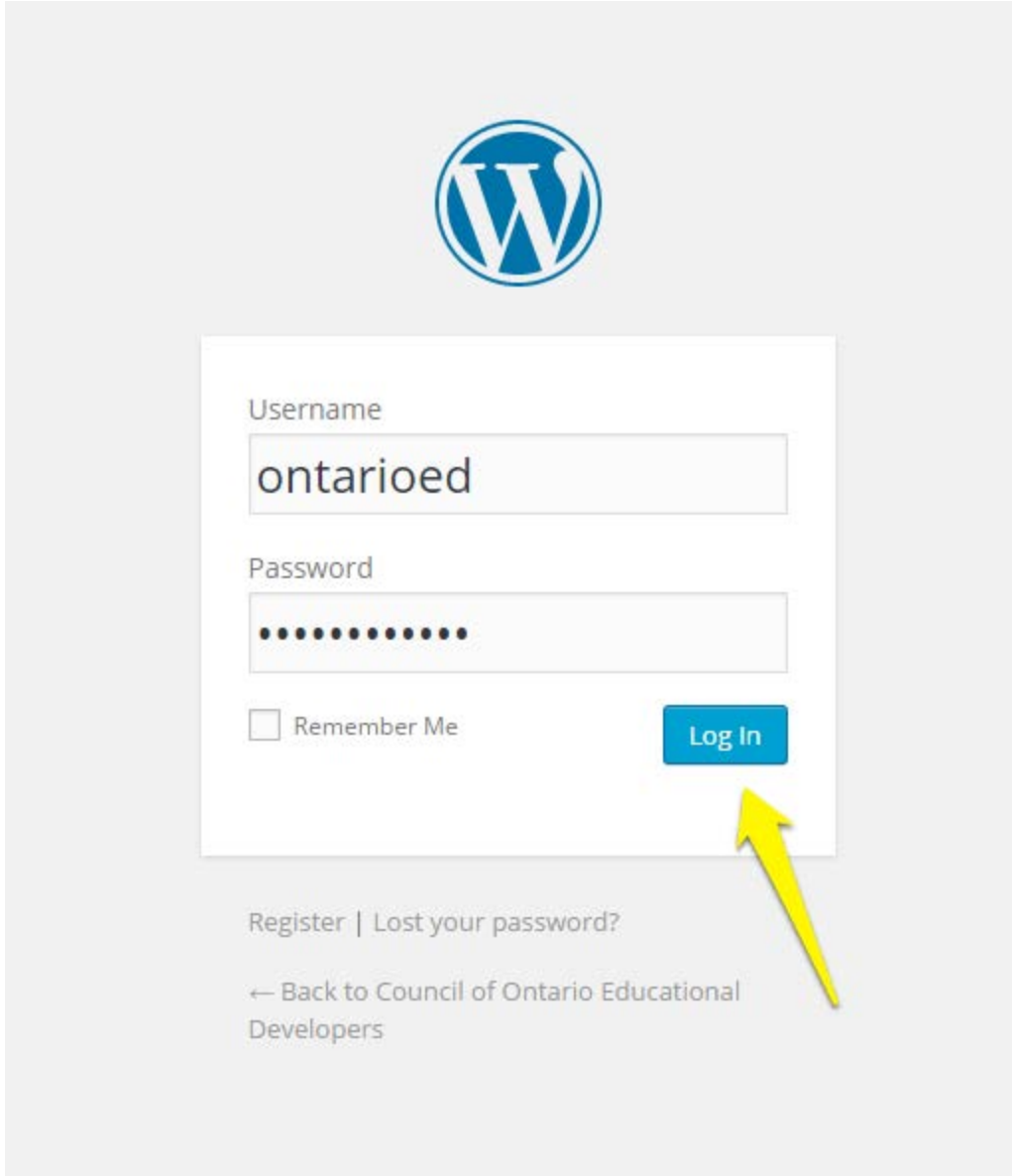
6. By clicking the link, a browser window will open up and your account will be activated. But you've got one more step!



7. Log into the website by selecting the Log In link in the upper right-hand corner.



8. Enter your username and password into the provided fields. Then select Log In.



9. That's it! Consider navigating to the groups page (by selecting the "Groups" link in the header) and joining the General Membership Group, open to all.