Helpful Instruction Guide



<u>How do I register?</u> <u>How do I 'log in'?</u> <u>How do I change my password?</u> <u>Lost my password - How do I request a new one?</u> <u>How do I post a new comment?</u> <u>How do I reply to a comment?</u>

Registering



From the main page click on "REGISTER".

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User account	IN THE COMMUNITY
Create new account Log in Request new password	Caribbean CoP
Username *	
E-mail address * A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is no public and will only be used if you wish to receive a new password or wish to receive certain news or notific by e-mail. Main profile Basic * Interests If you have a middle name, please include this in full here or as an initial and period. (i.e., Arthur C.)If you need to change your email address, click "Account & Privacy Settings" in the User Menu. • name First Name * Last Name * • Residence	t made cations
Country *	Need Help?
My Work Organization * O	Visit our Help Center to find answers to frequently asked questions.
	VISIT HELP

Enter information in fields provided. (NB fields with * are mandatory)

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Enter the letters shown in CAPTCHA section and click "Create new account".

	Account details for User at Caribbean CoP (pending admin approval)		
	Caribbean CoP To Me	Mar 3	
	Thank you for registering at Caribbean CoP. Your application for an account is currently pending approval. Once it has been approved, you will receive another e-mail containing information about how to log in, set your password, and other details.		
<	Caribbean CoP team		>
	Reply, Reply All or Forward More		

The E-mail shown will be sent to the E-mail address entered when registering.



Upon approval you will receive another email confirming the activation of your account.

Log In Information



Click on the "LOG IN" to enter CoP site.



Enter your username and password in the area provided.

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Upon a successful login you will be greeted with the following page.

Change Password

	Search
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Member for 2 weeks 6 days	Caribbean Partners for Educational Progress Handover Ceremony Caribbean Partners for Educational
	Progress Community of Practice Handover Ceremony. Held June 25, 2013 at the Mona Visitors Lodge University of the West Indies, Mona.

After choosing log in from the main page, click on the edit tab to view option for changing your password.

	Search Search
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Current password Enter your current password to change the E-mail address or Password. Request new password. E-mail address * Username@yahoo.com A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail. Password Password Confirm password To change the current user password, enter the new password in both fields. Contact settings Personal contact form Allow other users to contact you via a personal contact form which keeps your e-mail address hidden. Note this some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.	Candboan Partners for Educational Providence Image: Candboan Partners for Educational for the set of
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In areas provided enter your current password and the new password.

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Scroll down and click on the save button to set new password.

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Password strength: Confirm password To change the current user password, enter the new password in both fields. ✓ Contact settings ✓ Personal contact form	Caribbean Partners for Educational Progress Handover Ceremony Caribbean Partners for Educational Progress Community of Practice Handover Ceremony. Held June 25, 2013 at the Mona Visitors Lodge University of the West Indies, Mona. > VIEW MORE VIDEOS

A confirmation message will be displayed once the process is complete.

Request a New Password

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In the LOG IN section, select the "Request new password" tab to make request.

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In area provided enter your username or email address and click on E-mail new password button. An email will be sent from Caribbean CoP, if not received in your inbox please check spam/junk folder.

Posting a New Comment



To participate in the EduExchange discussion, from the main page click on the event title in Featured EduExchange.



To post a new comment, click on the "POST NEW COMMENT" button.



Enter subject and comment in areas provided and click on the save button below.



Comment will be displayed on the bottom of the page.

Reply to Comment



Click on "REPLY TO COMMENT" button to reply to posted comment of another user.



Enter subject and comment in areas provided and click on the save button below.

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The Reply will be posted below the comment.