

OSEP Collaboration Space

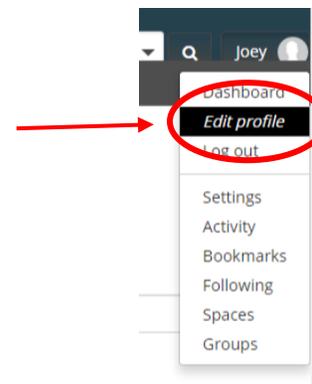
Getting Started User Guide

Once you have logged into your account for the first time, you will have to do a number of things to set up your account for future use.

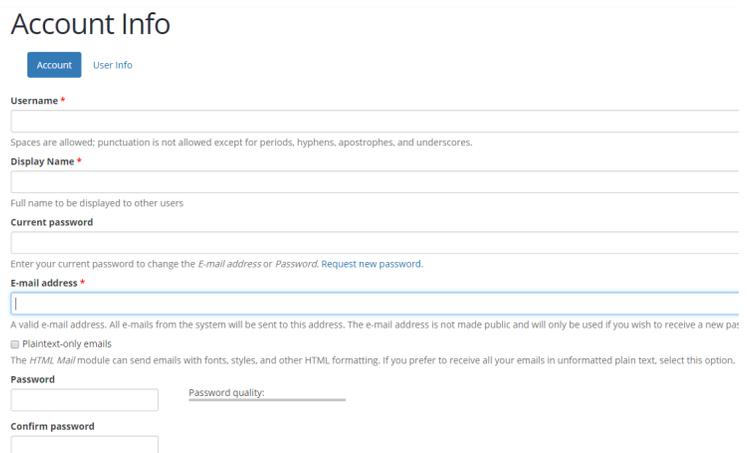
1. When you log in, there should be an area on the right side of your screen with your name (in this case, "Joey"), which should look like this.



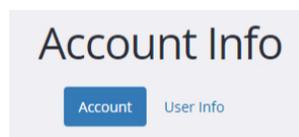
2. Hover your cursor over your name and a pulldown menu should appear. Click the "Edit profile" tab.



3. A screen that looks like this will appear.

A screenshot of the "Account Info" page. At the top, there are two tabs: "Account" (selected) and "User Info". Below the tabs are several input fields: "Username" (with a red asterisk), "Display Name" (with a red asterisk), "Current password", "E-mail address" (with a red asterisk), "Password", and "Confirm password". There are also checkboxes for "Plaintext-only emails" and "HTML Mail". A "Password quality" indicator is shown next to the password field. A red asterisk is next to the "E-mail address" field.

4. You'll notice that there are two options: "Account" and "User Info."



Setting up Your Account

“Account” is where you set up and can change your account preferences for the entire Collaboration site.

1. You will have the option of setting your “Display name.” This is the name that others will see when you post on the share space.

Display Name *

Full name to be displayed to other users

2. There is an option to enter your “current password.” You only need to enter your password if you wish to change your email address or password.

Current password

Enter your current password to change the *E-mail address* or *Password*. [Request new password](#).

Please note: When you first log in, you will need to change the password you were given to a password of your choosing. In order to change your password, you need to have the generic password entered as your “current password.” You then have to enter your new password and confirm it.

Password Password quality: _____

Confirm password

To change the current user password, enter the new password in both fields.

Password Requirements

The password does not include enough variation to be secure.

Password must contain at least one digit.

Password must be at least 12 characters in length.

Password must contain at least one lowercase character.

Password must contain at least one punctuation—not white space or an alphanumeric character.

Password must contain at least one uppercase character.

3. In the “E-mail address” section, you should see the e-mail address that has been associated with your account. If you need to change your e-mail address, please contact the administrator of the site.

E-mail address *

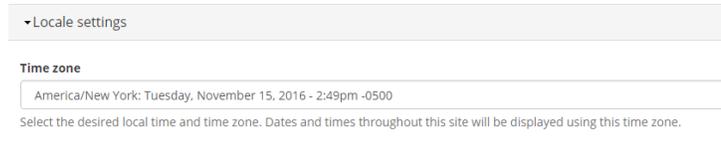
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Under the “E-mail address” section is an option to receive plain-text e-mail updates only. This means the e-mails you receive from the collaboration site will not include any graphics or style.

Plaintext-only emails

The *HTML Mail* module can send emails with fonts, styles, and other HTML formatting. If you prefer to receive all your emails in unformatted plain text, select this option.

4. “Locale settings” allows you to set your time zone for the website.

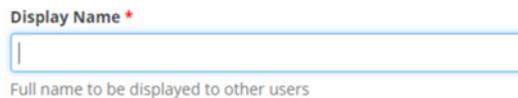


5. It is important to complete this process by clicking “Save” at the bottom right of the screen to save the newly added content.

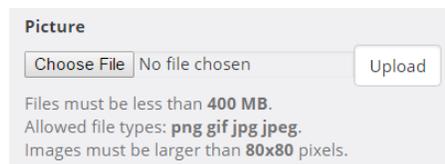
Entering User Info

“User Info” is where you set up your account profile. Here is where you can upload a photo and a bio about yourself that other people can view.

1. “Display Name” is the same name you entered on the “Account” page. Here again, you can change the name that others will see when you post in the collaborative site.



2. In “Picture,” you can upload profile picture that others will see when you post.



3. Finally, in the “About” section, you can provide a brief description of your background and experience related to your collaborative group that you would like others to know about you.

4. It is important to complete this process by clicking “Save” at the bottom right of the screen to save the newly added content.

To learn more about the functionality of the collaboration space, additional user guides on the ***Calendar, Discussion, Files, News*** and ***Wiki*** sections are provided.

