

User Guide to SharedWork: Registration

How to Register for SharedWork Site

- Click on **Register**



- Type in the requested information (first, middle, and last name, e-mail address)
- Verify the account by following the prompt from Captcha (i.d., typing the two words).
- Click **Save**.



- After you create an account, you will receive an email message from SharedWork Admin with your password. Check your “SPAM” folder if you don’t see it in your inbox.
- Copy your assigned password and use it to **Sign in**.
 - Please note: You will be able to modify your password once you sign in. Instructions how to change your password are included in the last section of this guide.

Thank you for creating an account. Your password has been sent to msrednic@yahoo.com. Please check your inbox and spam folders.

Email Address
msrednic@yahoo.com

Password
[Empty]

Remember Me

Sign In

[OpenID](#) [Create Account](#) [Forgot Password](#)

- Read the Terms of Agreement, scroll down, and select “I agree”.

Terms of Use

Welcome to our site. We maintain this web site as a service to our members. By using our site, you are agreeing to comply with and be bound by the following terms of use. Please review the following terms carefully. If you do not agree to these terms, you should not use this site.

1. **Acceptance of Agreement.**
You agree to the terms and conditions outlined in this Terms of Use Agreement ("Agreement") with respect to our site (the "Site"). This Agreement constitutes the entire and only agreement between us and you, and supersedes all prior or contemporaneous agreements, representations, warranties and understandings with respect to the Site, the content, products or services provided by or through the Site, and the subject matter of this Agreement. This Agreement may be amended at any time by us from time to time without specific notice to you. The latest Agreement will be posted on the Site, and you should review this Agreement prior to using the Site.

I Agree **I Disagree**

- Select your security question and enter the answer. This will be used to retrieve your password if you forget it.
- Click **Save**.

Password Reminder

Please choose a reminder query.

Password Reminder

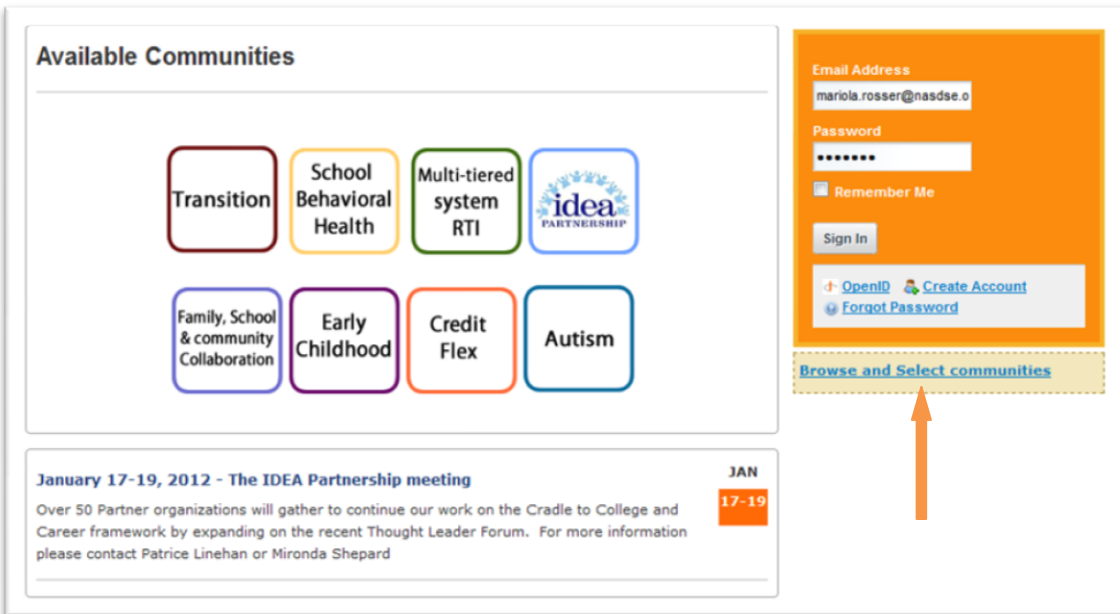
Question
What is your father's middle name?

Answer
[Empty]

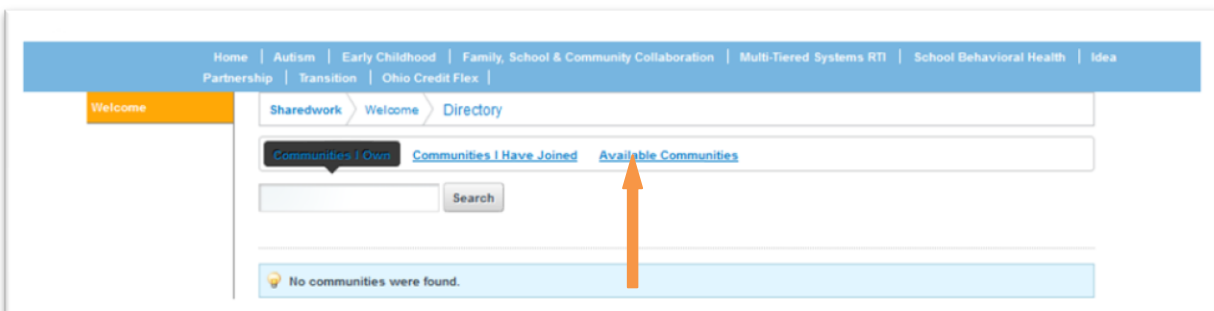
Save

How to Join the Ohio Credit Flex Community of Practice

- Click on **Browse and Select Communities.**

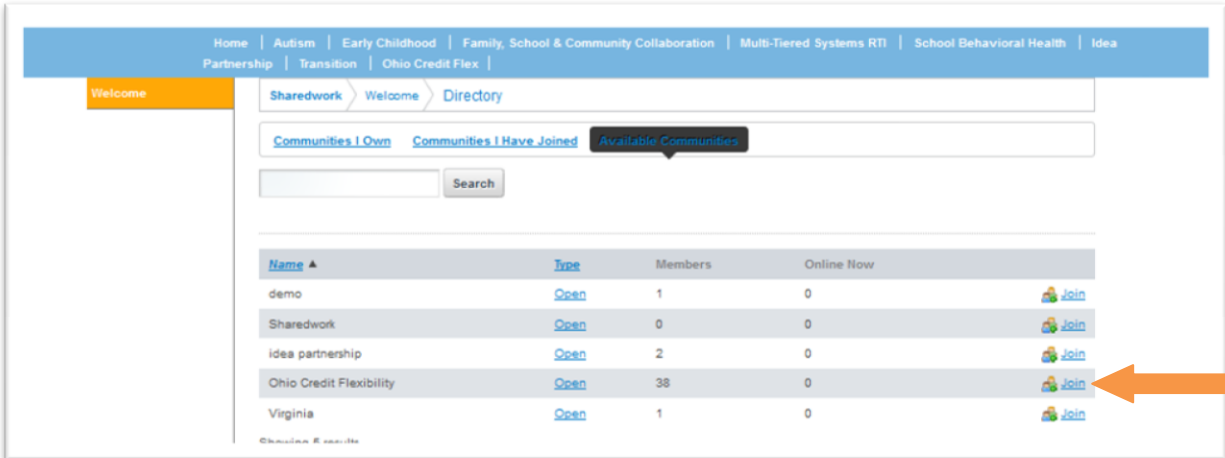


- Click on **Available Communities.**

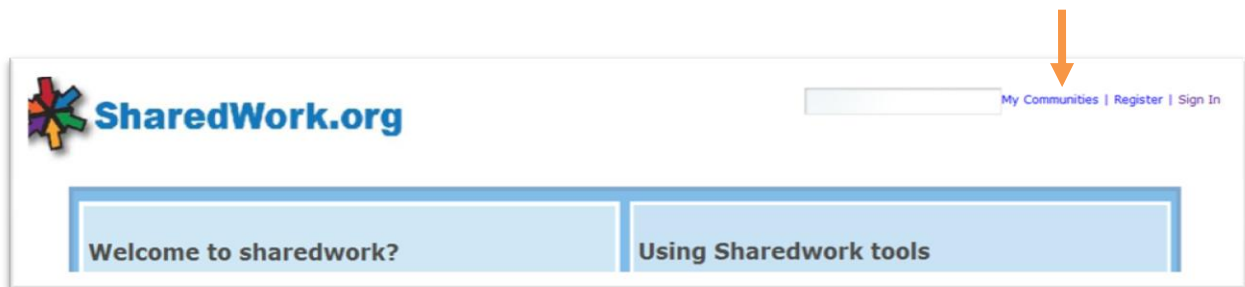


- Find **Ohio Credit Flexibility** and click **Join**.

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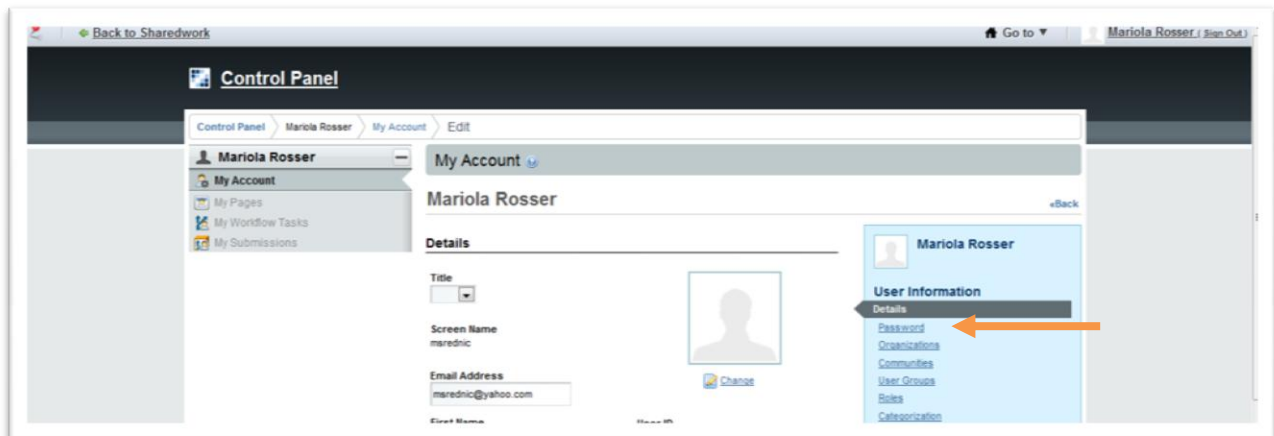


- Once your request to join the Ohio Credit Flex is reviewed by moderators and approved shortly, go to the SharedWork site and select **My Communities**.



How to Change Your Password

- Click on your name located in the upper right-hand corner.
- Click on **Password** located under **User Information**



- Type your Current Password and New Password (twice)
- Click **Save**.

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Password

Current Password

New Password

Enter Again

Reminder

Question

Answer

User Information

- Details
- Password**
- Communications
- Communities
- User Groups
- Roles
- Categorization

Identification

- Addresses
- Phone Numbers
- Additional Email Addresses
- Websites
- Instant Messenger
- Social Network
- SMS
- OpenID

Miscellaneous

- Announcements
- Display Settings
- Comments
- Custom Fields

Save