# How to Register & Login to the UoB Internal Forums

## Overview

- 1) Open the UoB Home page www.ballarat.edu.au
- 2) Open the internal website

If you can connecting from home

- 2a) Select Student School of Education (Higher Education)
- 2b) Enter your Student ID number, password & press Authenticate
- 3) Select Online Discussion Forums
- 4) Select Register
- 5) Click on ... I am over or exactly 13 years of age
- 6) Enter your user name. Type your full name not your student number
- 7) Enter a valid e-mail address

Note if you ever need to re-register you have to use a new e-mail address. A hotmail address will work.

- 8) Enter your password twice
- 9) Skip to the bottom of the page. Check that the Timezone is set to GMT + 10 hours
- 10) Press the Submit button
- 11) Your account should be created
- 12) Check your e-mail and open the message from forum admin
- 13) Click on the activation link
- 14) Your account should now be active.
- 15) Return to the forum

Note Before you can post new messages or reply to existing messages you must login.

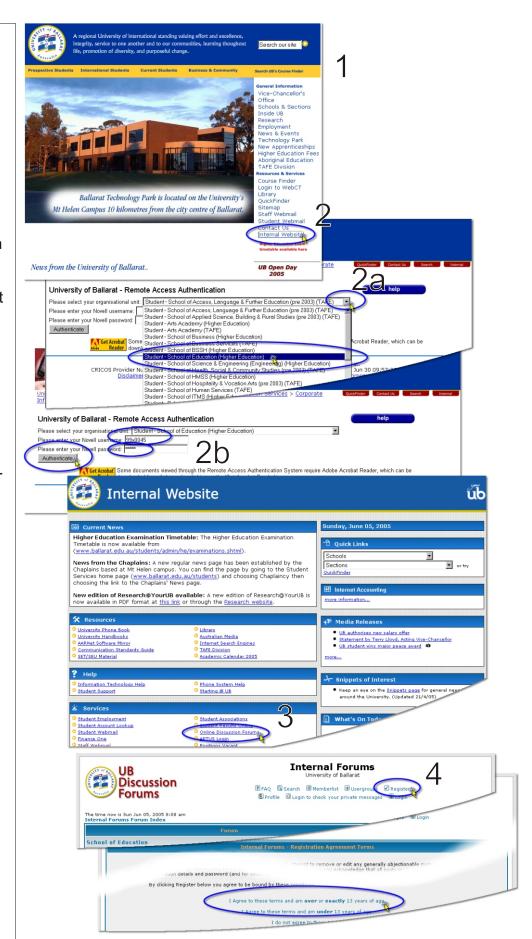
- 16) Click on Login
- 17) You should now be able to post new messages & reply to existing ones

These notes are created by Rupert Russell e-mail r.russell@ballarat.edu.au URL: velorum.ballarat.edu.au/~rrussell/tutorials Version 1.00 - Teaching Period I 2005 Copyright © 2005 Rupert Russell.

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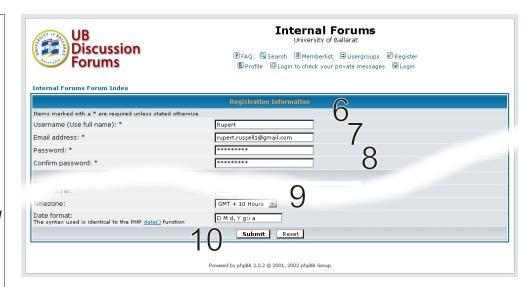


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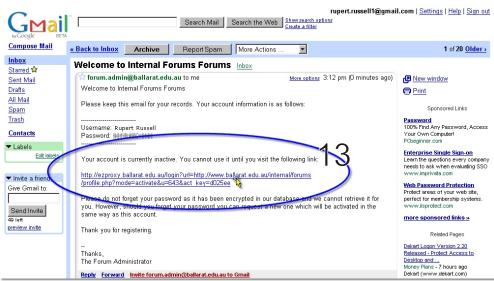
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