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

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