

Date: July 2018

1. INTRODUCTION

The NatSIP Website www.natsip.org.uk offers access to a wealth of resources. Some of these are behind a 'login wall', i.e. you need to be registered on the site and logged in before you can access them.

2. WHY REGISTRATION?

We ask users to register not because we are checking up on anyone, but because we need to demonstrate to the DfE and other bodies who support NatSIP how our resources are being used. By recording document downloads against registered users, we can show our funders that our resources are useful, and show where they are being used. We can also use the download logs to target 'impact surveys' – if you have downloaded a particular document, we may e-mail you and ask you about how useful it was and what we might do to improve it.

3. WHO CAN REGISTER?

Registration on the site is free and open to anyone. All you need is a valid, working email address that you can access, and a web browser.

4. HOW DO I REGISTER?

a) Go to the new site at <https://www.natsip.org.uk>

b) On the home page, on the right, you'll see a login box, with a 'Register...' link:



Click on the 'Register...' link.

c) You'll see a registration form:

Account Registration

First Name	<input type="text"/>	★ ⓘ ⓘ
Last Name	<input type="text"/>	★ ⓘ ⓘ
Email	<input type="text"/>	★ ⓘ ⓘ
Username	<input type="text"/>	★ ⓘ ⓘ
Password	<input type="password"/>	★ ⓘ ⓘ
Verify Password	<input type="password"/>	★ ⓘ ⓘ
Job Title	<input type="text"/>	★ ⓘ ⓘ
Organisation Name	<input type="text"/>	★ ⓘ ⓘ
Security Code		
Enter Security Code	<input type="text"/>	★ ⓘ ⓘ

★ Required field | ⓘ Field visible on your profile | ⓘ Field not visible on profile | ⓘ Information: Point mouse to icon

All the fields are required.

Complete the form, with your own name and e-mail address.

Be careful to get the e-mail address right, as our robot will use it for confirmation.

d) Here's an example completed form:

Account Registration

First Name: Steve

Last Name: J

Email: steve@...

Username: Steve.J

✓ The username "Steve.J" is available.

Password:

Verify Password:

Job Title: Web Techie

Organisation Name: NatSIP

Security Code: curma

Enter Security Code: curma

Register for your own account

★ Required field | 👤 Field visible on your profile | 🔒 Field not visible on profile | ⓘ Information: Point mouse to icon

Note that you can choose your own username, provided it isn't used already. The system checks if your choice is free.

e) Finally, click on the Register button at the bottom of the form

After a few seconds, you should see a message:

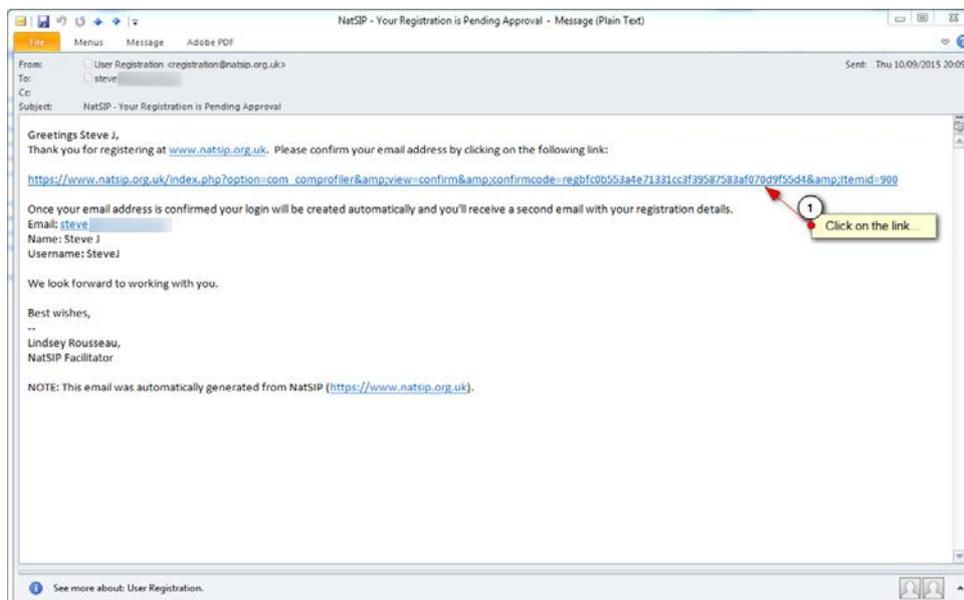
Registration Complete

An email with further instructions on how to complete your registration has been sent to the email address you provided.

Please check your email (including your spambox) to complete your registration.

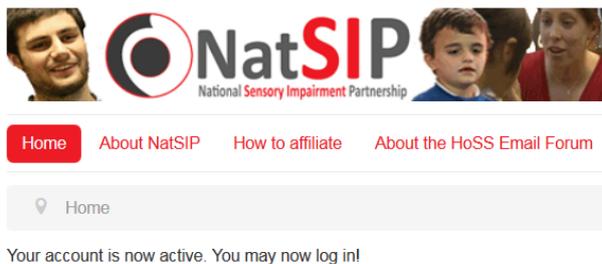
To have the email sent again, simply try logging in with the username and password from your registration.

f) Now check your e-mail. You should find an e-mail message from registration@natsip.org.uk that looks something like this:



You **must** click on the link in the e-mail to confirm your registration.
[This is Outlook – your mail software may look different]

g) When you click on the link, you should see a message:



Click on the home button (top R) to make the page refresh.

h) Now you can login:



Fill in your username and password, tick the 'remember me' box and click the login button. You can use your registered e-mail address instead of your username if you wish.

Note: What does 'Remember Me' do?

It sets a cookie on your machine saying that you are logged on. If you come back to the site later, the cookie will be recognised and you won't be asked to log in again.

The cookie **does not** contain your username or password, or any other identifiable details, so it's OK to use, even on shared or work computers.

We recommend that you use 'remember me' to reduce the number of times you need to enter your login credentials to the site.

i) The first time you log in, you will see your user profile.

Views	0
Online Status	● ONLINE
Member Since	5 minutes ago
Last Online	less than a minute ago
Last Updated	-
Profile image	

Contact Info	
Formatted Name	Steve J (SteveJ)
First Name	Steve
Last Name	J
Email	Send Email
Username	SteveJ
Job Title	Web Techie
Organisation Name	NatSIP

If you need to, click on the 'Edit' button at the top to change things.

j) When you have finished editing your profile, click on 'Home' at the top right of the screen



When you are logged in as a registered user, you will see a new 'User Menu' appear in the LH column:

User Menu

- [My Profile & Password](#)
- [Email Digest Settings](#)
- [Enter the Document Library](#)

If your account has been given extra permissions, (for example, if you will be using the NatSIP Moodle) you may see extra options on this menu:

User Menu

- [My Profile & Password](#)
- [Email Digest Settings](#)
- [Enter the Document Library](#)
- [NatSIP Moodle](#)

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