

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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www.ballarat.edu.au
- 2) Open the internal website
- 2a) Select Student - School of Education (Higher Education)
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- 3) Select Online Discussion Forums
- 4) Select Register
- 5) Click on ...I am over or exactly 13 years of age

The screenshots illustrate the following steps:

- 1**: Home page navigation. The 'Internal Website' link in the top right menu is circled.
- 2a**: Authentication page. The 'Student - School of Education (Higher Education)' option in the dropdown menu is circled.
- 2b**: Authentication page. The 'Authenticate' button is circled.
- 3**: Internal Website page. The 'Online Discussion Forums' link in the 'Services' section is circled.
- 4**: Internal Forums page. The 'Register' button in the top right navigation bar is circled.

The final screenshot shows a registration form with the following text:

The New link is Sun Jun 05, 2005 6:08 AM
Internal Forums Parent Index

School of Education: Internal Forums - Registration Approval Times

By clicking Register below you agree to be bound by these:

I agree to these terms and am over or exactly 13 years of age.

I agree to these terms and am under 13 years of age.

Overview cont...

- 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

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- 13) Click on the activation link

The screenshot shows the 'Internal Forums' registration page. The form includes fields for Username, Email address, Password, and Confirm password. The 'Timezone' dropdown is set to 'GMT + 10 Hours' and the 'Date format' is 'M d, Y g i'. A blue circle highlights the 'Submit' button. The number '10' is written over the button.

The screenshot shows a confirmation message: 'Your account has been created. However, this forum requires account activation, an activation key has been sent to the email address you provided. Please check your email for further information. Click [here](#) to return to the Index'. The number '11' is written over the message.

The screenshot shows a Gmail inbox. The email from 'forum.admin@ballarat.edu.au' is selected and highlighted with a blue circle. The number '12' is written over the email.

The screenshot shows the content of the email from the forum admin. It contains the activation link: http://www.ballarat.edu.au/internalforums/youfile.php?mode=activate&u=643&act_key=4025ae. A blue circle highlights the link, and the number '13' is written over it.

Overview cont...

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