



## Create an Account and Edit your Profile

The screenshot shows the homepage of Digital Chalkboard. The 'Join the Community' section is highlighted with a red box, containing 'REQUEST ACCOUNT' and 'LOG IN' buttons. Below this, a 'Log In to Digital Chalkboard' form is shown with a red box around it, containing fields for 'E-mail Address' and 'Password', and a 'Log In' button.

### Step #1 Sign up for a free account

- Click the **Request Account** link
- Fill out each field, agree to the Terms of Use Agreement, then click **Register** to proceed.
- A *registration code* is optional

After completing the steps above, you will receive a confirmation e-mail message with a link to activate your new account.

### Step #2 Login to your Digital Chalkboard account

- Click the **Log In** link
- Enter your e-mail address and password, then click **Log In**

If needed, you may click the **Forgot Password** link to reset your password

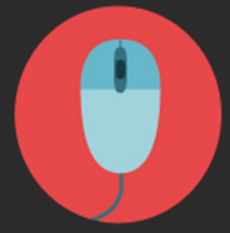
The screenshot shows the user's dashboard. The 'My Groups' link in the navigation bar is highlighted with a red box. A 'Notifications' panel on the left is also highlighted with a red box, showing messages from September 29, 2014, and September 18, 2014.

### Step #3 Review your Dashboard and Notification

After logging in, you will see your personal **Digital Chalkboard Dashboard**, which contains featured content as well as **quick links** to your groups, profile, favorite content and more.

The **Notifications** panel displays messages alerting you to activity in your groups or interactions with other people in **Digital Chalkboard**

Check your notifications often for group invitations, shared resources and other updates.



**Change My Personal Information** close/cancel

Name

Title: First Name: Last Name: Suffix:

▼ Norma Gamez

My Address

Address: address 2:

City: State: Postal Zip:

Current Employment/Occupation

Institution Name: Position/Job Title:

Imperial County Office of Education Outreach Specialist

About:

About:

My Grades

Pre-K  6

K  7

1  8

2  9

3  10

4  11

5  12

Adult Learning

Community College

Undergraduate

My Subjects

English-Language Arts

English Language Development

History-Social Science

Science

Mathematics

Visual Arts & Performing Arts

Foreign Languages

Health & Physical Education

Career & Technical Ed

School Administration / Leadership

Technology

## Step #1 Edit your Profile

**Access Your Profile:** Click on the link “Welcome, [Your name]” at the top of any page to access your Digital Chalkboard profile.

Click the **Edit** button to the right of your name to modify your profile. You can **change your personal information** such as your address, employer, job title, biography, grades, subjects and photo.

### Notes:

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