

Steps for Creating an Author Account

Registration Instructions

**Required prior to adding content for your organization.
(you only have to register one time)**

1. Open your Internet Browser program (Examples: Internet Explorer, Firefox, Safari, etc.) and type in <http://www.lifelongmontlearning.com/> in the “Address” area.

At the top left hand side of the page you will have the opportunity to register. Click on the “Create an Account” link. This will take you to a new page.

The screenshot shows the homepage of LifeLongmontLearning.com. At the top, there is a navigation bar with links for Home, Contact Us, Educational Programs, FAQs, Funding, Links, News, and Volunteer. Below the navigation bar, on the left, is a login form titled "LOGIN FORM" with fields for Username and Password, a "Remember Me" checkbox, and a "LOGIN" button. Below the login form are links for "Forgot your password?", "Forgot your username?", and "Create an account". On the right, there is a "Welcome to LifeLongmontLearning!" message followed by a list of bullet points describing the website's mission and features. A globe graphic with the text "LEARNING FOR A CHALLENGING WORLD" is also visible, along with the slogan "LEARN TODAY. CHANGE YOUR WORLD TOMORROW" and "LONGMONT, COLORADO".

LifeLongmontLearning.com
Learning for a Challenging World

Home Contact Us Educational Programs FAQs Funding Links News Volunteer

LOGIN FORM
Forma para registrarse

Username
Password

Remember Me

LOGIN

- [Forgot your password?](#)
- [Forgot your username?](#)
- [Create an account](#)

CALENDAR

Welcome to LifeLongmontLearning!

The LifeLongmontLearning website is dedicated to connecting people in the Longmont community with educational opportunities in their own backyard. Quality education is one of the foundations of a vibrant community, healthy economy and high quality of life for the residents of Longmont. One of the five major Focus on Longmont strategic directions is about making Longmont a great place to live through learning. www.LifeLongmontLearning.com:

- Connects people who want to donate their time and resources to agencies that need help
- Empowers the community to find and post educational opportunities
- Is constantly updated with new information
- Contains educational opportunities for all ages from infancy through later life, including those in the workforce
- It's a wiki- style website where community

LEARNING FOR A CHALLENGING WORLD

LEARN TODAY. CHANGE YOUR WORLD TOMORROW
LONGMONT, COLORADO

Learn Today, Change Your World Tomorrow

2. Fill out your personal/agency information and hit the “Send Registration” button. This will send an e-mail to you to confirm your e-mail address before you can log into the system.

Home › New

Registration

Name:	<input type="text"/>	*
Username:	<input type="text"/>	*
E-mail:	<input type="text"/>	*
Password:	<input type="text"/>	*
Verify Password:	<input type="text"/>	*

Fields marked with an asterisk (*) are required.

REGISTER

Your account has been created and an activation link has been sent to the e-mail address you entered. Note that you must activate the account by clicking on the activation link when you get the e-mail before you can login.

Welcome to LifeLongmontLearning!

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3. **Next, login to your e-mail account**, locate the message with the Subject: “Account Details for (your name) at LifeLongmontLearning.com - Longmont, Colorado” from Staff@lifelongmontlearning.com.

Complete this authentication step by clicking on the link in your e-mail. This is required to validate your user account.

Account details for Testing at LifeLongmontLearning.com - Longmont, Colorado

From: **Website Manager** (staff@lifelongmontlearning.com)
Sent: Wed 2/06/08 5:21 PM
To:

Hello Testing,

Thank you for registering at LifeLongmontLearning.com - Longmont, Colorado. Your account is created and must be activated before you can use it.

To activate the account, click on the following link or copy and paste it into your browser:

http://lifelongmontlearning.com/test/index.php?option=com_registration&task=activate&activation=33350c34e2b5a341c3af308d74be41ac

After activation, you may login to <http://lifelongmontlearning.com/test> using the following username and password:

Username -
Password -

[Home](#) ▶ [Activation Complete!](#) ▶ [New](#)

Activation Complete!

Your Account has been successfully activated. You can now log in using the username and password you chose during the registration.

IMPORTANT NOTICE: If you have a Spam filter on your email account, be sure to check the 'junk' folder, or you may want to add the email staff@lifelongmontlearning.com to your address book.

You are all registered!

4. After you have registered, the Web Administrator will receive a message that a new user account was created. They will then give you permission to author content on the site if they know who you are by your user details for the account.

NOTE: If you are new to this website, our Web Administrator may not authorize you as an "Author" right away. If you need to be given permission to "Author" content, then please email staff@lifelongmontlearning.com and let them know that you have "Registered" on the site and now need to be given "Author" rights.

5. If you find that you need access immediately, please call her directly at 303-774-3753. The reason that we check these registrations is to avoid the ever-present spammers of the world. As long as your organization exists and you provide a valid email address, you will have authorship rights to the site.