Applying for Access to Discussion Boards.

1. **LOGGING IN.** In CCYMS.CA, the student logs in by clicking on either the ‘Sign in’ or ‘Create account’ links on the upper right-hand corner of the page.

   a. If the student has not yet registered, they can click on ‘Create account’. This brings them to the ‘Create a new account’ screen.

   ![Create a new account](image)

   The student fills in the form and enters user-id and password information; and clicks on the ‘I accept the Wikidot Terms...’ button to create an account.

   b. If the student already has an account, they click on ‘Sign in’. This brings them to the ‘Sign in...’ screen where they can enter their username or email address and password. They click on ‘Sign in’ to log into the site.

   ![Sign in](image)

   *Note: the user also has an option to create an account from this screen. This is done by clicking on ‘Create an account’.*

2. **WELCOME.** The student is logged in. Notice the username on the upper-right-hand corner of the screen:
3. **ACCESS TO BOARDS.** Depending on whether the student is registered to one or more courses, he/she may or may not be given access to any of the boards. Initially, to request for access, the student can proceed to any of the Lounge and Discussion Boards by clicking on selections on the left navigation menu:

4. **APPLYING FOR ACCESS.** At first, the student will be greeted by a welcome screen informing them of 2 options on how to join the lounge/discussion board.

   a. The first option available for students is by entering a password which has been previously provided to them by the faculty (or administrators) for the particular board/site, and clicking on ‘apply’.

   This will automatically provide the student with access to the specific board.

   b. The second option is to apply for access by filling in the application text box and clicking on ‘apply’.
A pop-up screen informs the student that their application has been forwarded.

Success
Your application has been sent and now awaits to be processed by the site administrators.

5. **STUDENT ACCESS.** Once the student gets approval, access to the specific board is enabled.