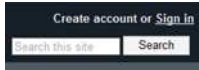


Applying for Access to Discussion Boards.

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.

 A form titled "Create a new account". It includes a link for existing users: "Already have a Wikidot account? Sign in instead." The form fields are:

- Your name or alias: [text input]
- Your email address: [text input]
- Your language: Radio buttons for English (selected) and Polish.
- Choose your new password: [text input]
- Re-enter the same password: [text input]
- Enter this text: [text input] containing a CAPTCHA image showing "F629".

 At the bottom, there is a checkbox for "I accept the Wikidot Terms, please create my account" and a link to "Wikidot.com Terms of Service (ToS)".

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.

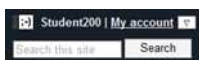
- b. If the student already has an account, they click on ‘Sign in’. This brings them to the ‘Sign in...’ screen where they can enter their username or email address and password. They click on ‘Sign in’ to log into the site.

 A form titled "Sign in to Canadian Certificate in Youth Ministry Studies with your Wikidot.com account". It includes:

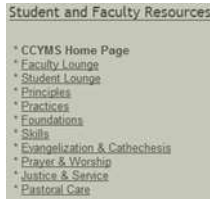
- Username or email address: [text input]
- Password: [text input]
- Forgotten your username or password? [link]
- Sign me out if I change IP address (more secure) ? [checkbox]
- Sign in button
- New to Wikidot.com? It's free and easy. Discuss, join sites, and start your own. [link to "Create an account"]

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'*.

2. If you forgot the password or was not provided one, send us a quick note:

Application text:

(30 characters left)

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.

The screenshot shows the website header for "Canadian Certificate in Youth Ministry Studies" with navigation links for "CCYMS Home", "Student Lounge", and "Contact". The main content area is titled "Student Lounge" and contains three forum sections: "Announcements", "Discussions", and "Assignments". Each section has a table with columns for "Category name", "Threads", "Posts", and "Last post".

Announcements			
Category name	Threads	Posts	Last post
General Announcements	0	0	

Discussions			
Category name	Threads	Posts	Last post
General	0	0	
Assignments	0	0	

Additional features include a sidebar with "Student and Faculty Resources", a search bar, and a footer with site navigation and a Creative Commons license notice.