The PPD Learning Community Message Board

How to become a member ; a step-by-step guide.

•To join in the fun you have to **REGISTER.**

•You must already possess your own personal email address.

1. Go to www.ppdlearning.co.uk and *click* 'PPD Community' on left side menu buttons.

2. When this page opens it has a link to 'PPD Learning Message Board'..   *Click* this link.

The Message Board will load in a new window.

3. On green menu bar, at top right, *click* on 'Register'

4. On Register Page type in where is says 'Choose Username" , your name.

Type in your email address in the space provided.

5. Continue to read this page as you scroll down. It is your agreement to the rules about using the Board.

At bottom of page *click* in circle marked 'Agree'.

Then *click* in nearby box 'Register'

 6. A new page appears! This page will ask you for your 'Username' and then your 'Password'.

Now **open your personal email** and you should find an email from the PPD Learning webmaster, sent automatically, confirming your username and **giving you a password.**

The password we send to you is a series of letters and numbers. **Make a note of it** on paper as you will need it to complete the registration process.

(We know the password is unmemorable gobbledygook….we will tell you how to choose your own more personalised and memorable one once you are registered.)

Your email from us will contain the link back to the Register page you need. On this page,

•Fill in your username .

•**Fill in the password we sent you**

•And *click* the box ‘LOGIN".

CONGRATULATIONS! You made it!

7. Please **now change your password** to a more memorable one.

Include a mix of letters and numbers for your security purposes. To do this;

•On green menu bar *click* ‘Profile'.

Under ‘Required Information' you can see you username.

•Choose password – type in your new self-chosen memorable password.

•Verify Password – type it in again!

 NB. Never give your password to someone else or let them use it.

Fill in any additional information on this page that you want to.

Scroll down to bottom of page and *click* the box ‘Change Profile'

 To return to the Message Board and begin reading and posting *click* ‘Home' on the green menu bar. Welcome!