

**Assignment:** Discussion Forum Registration

**Due:** Sunday, January 23, 10 PM.

**Follow these directions to sign up for your account on the discussion forum, upload your picture (avatar), and edit your profile and signature.**

1. Sign up for the online discussion forum

- a. Go to <http://gayleturner.net/>. Click on the upper right green square. It will rollover to read "Forums Index." Go there.
- b. Note where your own forum area is. Your choice is FDN 5840. Click on "Register," below "Index," on the top left of the page.
- c. Read the terms, and agree to the appropriate one.
- d. Fill in the required registration blanks.

**You must:**

- Use "Your first name Your last name" **as your user name**.
  - Register the email address you check most frequently.
  - Use the VIP code is at the very bottom of the "Index" page. At the moment, it is 1160545888
  - Fill in your signature block. Your signature must include your full name.
- e. Click "Submit."

2. Check your email. This is the email address that you registered with the forum. Click on the link in the email which the discussion forum has sent you automatically. If you do not do this, you will not have completed your initial registration. Please use any email that you check regularly, and that you anticipate having easy access to for a long period of time.

3. Log in to the discussion board using the user name and password you registered in Step 1.

4. Go to your "Profile" page using the navigation menu at the top of the page.

5. At the bottom of the "Profile" page, you will see the "Avatar control panel." Create an avatar using a picture of yourself.

- a. You may use any picture you wish, including a drawing. However, the picture must be recognizably you.
- b. The size of the image cannot exceed 120x120 pixel and 170000 bytes. The format you chose when you save your image must be JPEG.
- c. Submit the image. It will appear on the web next to any message you post when you have been successful.

6. Join your appropriate user group.

- a. Click on "Groups" in the navigation menu at the top of the page.
- b. Use the drop down menu to locate your group.

- c. Click “Join.” This will send me a message. I will allow you to be added to the group.
7. Confused about images and avatars? Pick someone who is web savvy to help you and/or do a google search to learn how. There are many sites on the web that provide step-by-step directions.
- a. One possibility if you are using a Windows PC is to use the application Paint, which I believe you will find in accessories on your computer. Open your photo in Paint and crop it to the correct size. (See above.) Make sure the JPEG document you create does not have superfluous background around your photo. You have to trim this off using the “handles” in Paint that allow you to adjust the size of the photo.
  - b. One choice if you are using a Macintosh is to use the screen shot option. (Apple+Shift+4, on most Macs). Go to your class photos on the class website at [gayleturner.net](http://gayleturner.net). Draw the crosshairs across your photo. When you finish dragging, there will be a picture on your desktop, usually “Picture 1”. Rename it with your own name. Upload this to your profile.
8. Enjoy! Start posting.