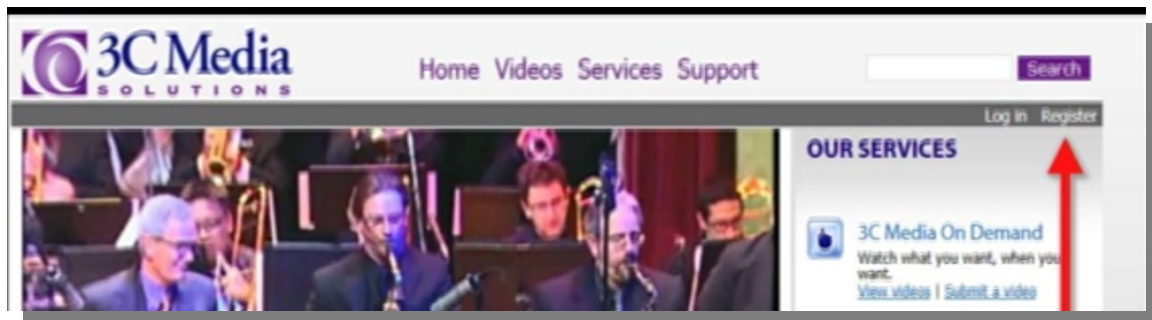


How To: REGISTER FOR AN ACCOUNT

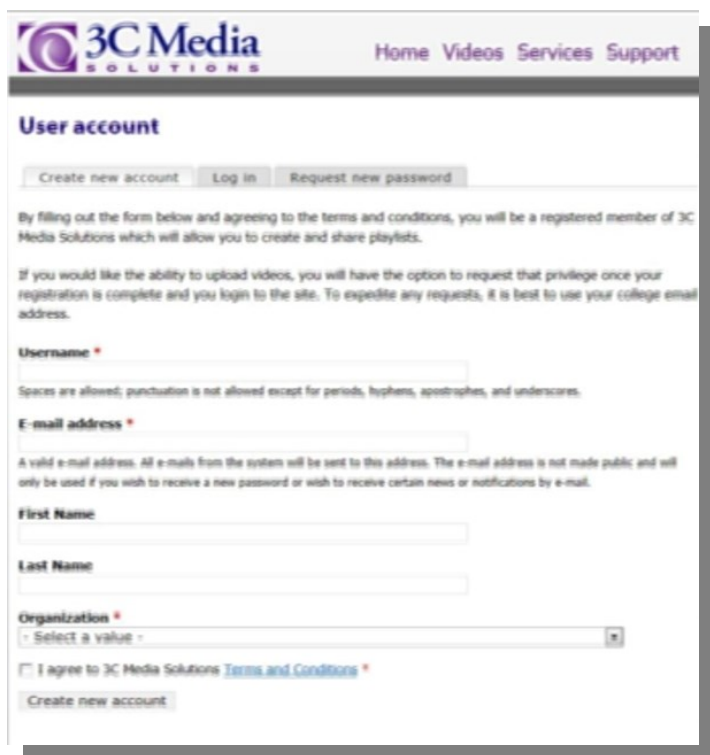
Anyone in the California Community Colleges system can register for an account on the *3C Media Solutions* web site. You don't need to go through your college to obtain an account. It's simple, easy and only takes a few seconds. Let's start by clicking **REGISTER** in the upper right hand corner of the site. This will take you to our registration page. (Figure 1)

It's important to note at this time all registries are initially provided a basic account with the ability to create playlists. If you require the ability to upload videos you will be able to request this upgrade once registration is complete.



(Figure 1)

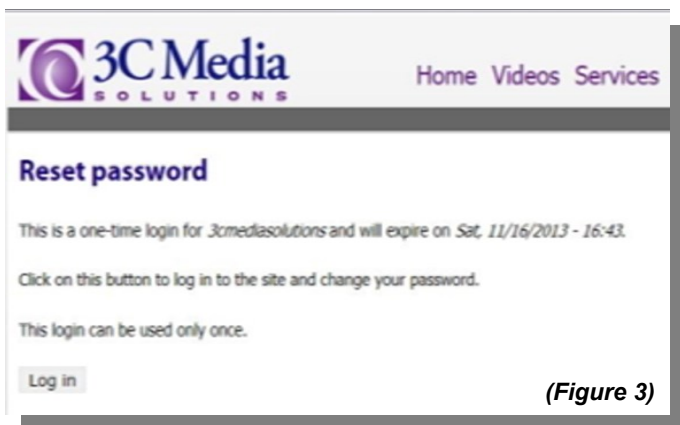
Fill in the required information in the fields such as **User Name**, **Email Address** and **Organization**. Although your name is not required you can enter it here as well. By checking the box under **Organization** you will be agreeing to the **Terms and Conditions** set by *3C Media Solutions*. You should look over these before checking this box. (Figure 2)



(Figure 2)

Click **CREATE NEW ACCOUNT**.

Your screen will change back to the *3C Media Solutions* home page. You will receive an e-mail from *3C Media Solutions* confirming that your registration was successful, and instructing you to click on the link provided to create your personal password and complete the registration process. This will be a one time login and will expire in 24 hours from the time you register. (Figure 3)

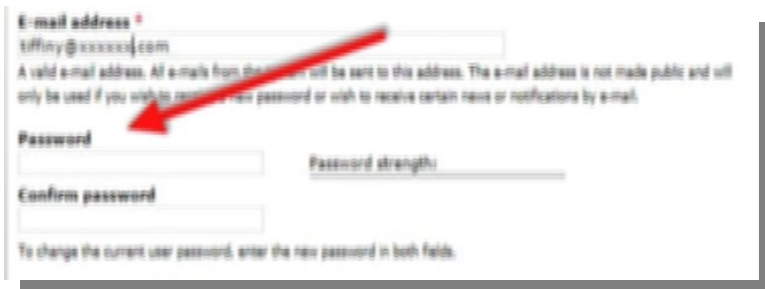


(Figure 3)

If you have questions or want more information you can e-mail **3C Media Solutions** at support@3cmediasolutions.org or call at 760-744-1150 extension 1543.



After you Click on the **LOG IN** button you will be directed to change your **Password** (Figure 4). It is recommended to use uppercase, lowercase, numbers and symbols when creating your unique password.



The screenshot shows a web form for changing a password. It includes an 'E-mail address' field with the text 'tiffany@xxxxxx.com' and a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive our news or wish to receive certain news or notifications by e-mail.' Below this are three input fields: 'Password', 'Confirm password', and 'Password strength:'. A red arrow points to the 'Password' field. At the bottom, a caption reads: '(Figure 4) To change the current user password, enter the new password in both fields.'

You can also upload a picture or a virtual face, however you can do that later if you wish. (Figure 5)



The screenshot shows a section titled 'Picture' with an 'Upload picture' button and a 'Browse...' button. Below the buttons is the text: 'Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.' A red arrow points to the 'Browse...' button. A caption below reads: '(Figure 5)'

The time zone defaults to Pacific Standard time. (Figure 6)



The screenshot shows a 'Local settings' section. Under 'Time zone', it displays 'America/Los Angeles: Friday, November 15, 2013 - 08:48 -0800'. Below this is the instruction: 'Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.' A red arrow points to the dropdown menu. A caption below reads: '(Figure 6)'

Click **SAVE** at the lower left of the page. (Figure 7)



The screenshot shows a 'Save' button at the bottom left of a form. Above the button is a checkbox with the text: 'If I agree to 3C Media Solutions Terms and Conditions'. A red arrow points to the 'Save' button. A caption below reads: '(Figure 7)'

Your changes have been saved and you are now ready to use the many services 3C Media Solutions have to offer.