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.

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)

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)

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.

![Password field](image)

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

![Upload picture](image)

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

![Time zone settings](image)

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

![Save button](image)

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

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