

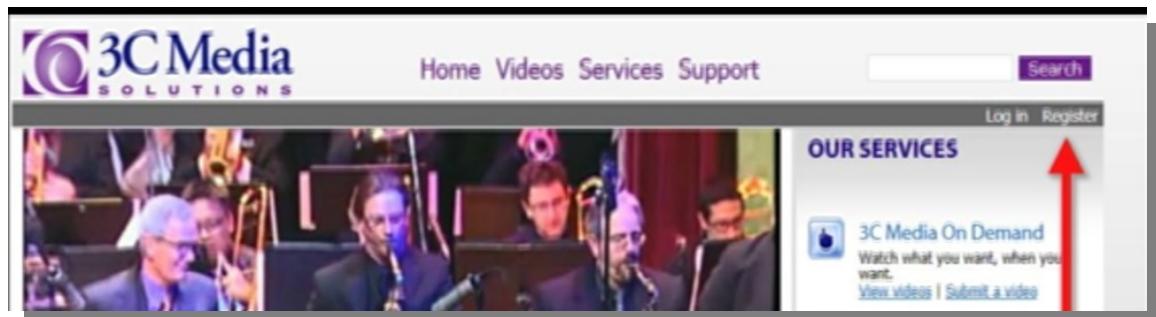
How To:

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)

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)

(Figure 2)

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. At the top, there is an input field for 'E-mail address' containing 'tiffiny@xxxxxx.com'. Below it is 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 a new password or wish to receive certain news or notifications by e-mail.' To the right of the email field is a 'Password' field, which is highlighted with a large red arrow. Next to it is a 'Password strength' bar consisting of three colored segments. Below the password fields are 'Confirm password' and 'To change the current user password, enter the new password in both fields.' buttons.

(*Figure 4*)

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 form titled 'Picture' with a sub-section 'Upload picture'. It includes a 'Browse...' button, which is highlighted with a red arrow. Below the button is a note: 'Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.'

(*Figure 5*)

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

The screenshot shows a 'Locale settings' form with a 'Time zone' section. It displays 'America/Los Angeles: Friday, November 15, 2013 - 08:48 -0800' and a note: '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 next to the time zone name.

(*Figure 6*)

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

The screenshot shows a confirmation form with a checkbox 'I agree to 3C Media Solutions [Terms and Conditions](#)' followed by a 'Save' button, which is highlighted with a red arrow.

(*Figure 7*)

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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