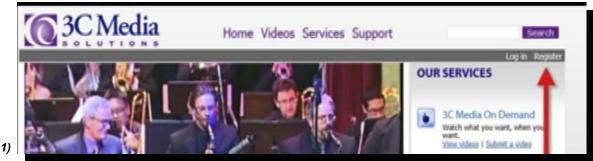
HOW TO: REGISTER FOR AN ACCOUNT



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)*



User account Log in Request new password Dynamic account Log in Request new password By filing out the form below and agreeing to the terms and conditions, you will be a registered member of 3 Media Solutions which will allow you to create and share playleds. If you would like the ability to upload videos, you will have the option to request that privilege once your registration is complete and you login to the site. To expedite any requests, if is best to use your college enviadeess. Username * Secces are allowed; punctuation is not allowed except for periods, hiphens, apostrophes, and underscares. E-mail address * A vidi 4 mail address. All e-mails from the rostem will be sent to the address. The e-mail address is not made public and will only to use of a meas password or with to receive ortize meas or notifications by e-mail. First Name Los Name Create new account	Mome Videos Services Support
By filling out the form below and agreeing to the terms and conditions, you will be a registered member of 3 Media Solutions which will allow you to create and share playlists. If you would like the ability to upload videos, you will have the option to request that privilege once your registration is complete and you login to the site. To expedite any requests, it is best to use your college ema address. Username * Spaces are allowed; purchaston is not allowed except for periods, hiphems, apostrophes, and undersciens. E-mail address * A valid e-mail address # A valid e-mail address All e-mails from the softem will be sent to the address. The e-mail address is not made public and will only be used if you wish to receive a new parsword or wish to receive certain news or notifications by e-mail. First Name Cerganization * > Select a value - T agree to 3C Media Solutions <u>Terms and Conditions</u> *	User account
Media Solutions which will allow you to create and share playlists. If you would like the ability to upload videos, you will have the option to request that privilege once your registration is complete and you login to the site. To expedite any requests, it is best to use your college email address. Username * Seaces are allowed; punctuation is not allowed mospt for periods, highers, apostrophes, and underscores. E-mail address * A volid e-mail address all e-mails from the system will be sent to the address. The e-mail address is not made public and will only be used if you with to receive a new password or with to receive certain news or notifications by e-mail. First Name Corpanization * * Select a value - * T agree to 3C Media Solutions Terms and Conditions *	Create new account Log in Request new password
registration is complete and you login to the site. To expedite any requests, it is best to use your college emi address. Username * Spaces are allowed; punctuation is not allowed encept for periods, hophens, apostrophes, and underscores. E-mail address * A valid e-mail address all e-mails from the system will be sent to the address. The e-mail address is not made public and will only be used if you with to receive a new password or with to receive certain news or notifications by e-mail. First Name Corganization * Select a value - I agree to 3C Media Solutions Terms and Conditions *	
Spaces are allowed; punchastion is not allowed except for periods, hiphems, apostrophes, and underscares. E-mail address * A valid e-mail address. All e-mails from the system will be sent to the address. The e-mail address is not made public and will only be used if you wish to receive a new password or with to receive certain news or notifications by e-mail. First Name Corganization * Select a value - I agree to 3C Media Solutions <u>Terms and Conditors</u> *	registration is complete and you login to the site. To expedite any requests, it is best to use your college en
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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 with to receive cartain news or notifications by e-mail. First Name Organization * Select a value - T agree to 3C Media Solutions Terms and Conditions *	Spaces are allowed; punctuation is not allowed except for periods, hiphens, apostrophes, and underscores.
only be used if you with to receive a new password or with to receive certain news or notifications by e-mail. First Name Corganization * Select a value - I agree to 3C Hedia Solutions <u>Terms and Conditions</u> *	E-mail address *
Last Name Organization * Select a value - I agree to 3C Hedia Solutions Terms and Conditions *	
Organization * Select a value - I agree to 3C Hedia Solutions Terms and Conditions *	First Name
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T agree to 3C Hedia Solutions Terms and Conditions *	Organization *
	· Select a value ·
Create new account	I agree to 3C Hedia Solutions Terms and Conditions *
	Create new account

If you have questions or want more information you can e-mail *TechConnect Support* at <u>support@ccctechconnect.org</u>.



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.

	E-mail address * tiffiny@xxxxxxd.com		
	A valid e-mail address. All e-mails from the second will be sent to this address. The e-mail address is not made public and will only be used if you with the receiver new password or with to receive certain news or notifications by e-mail.		
	Password Password strangth:		
	Confirm password		
(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)

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

(Figure 6)	Locale settimes Time zone America/Los Angeles: Friday, November 13, 2013 - 08:48 -0800 Select the desired local time and time zone. Dates and times throughout this site will be deplayed using this time zone.
Click SAVE at the lower left of the page. (Figure 7)	197 1 agree to 3C Media Solutions <u>Terms and Conditions</u> *

(Figure 7)

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

