

INCLUDEME portal HOWTO

What should and might new members do on the first login

Logging into the portal

As soon as you have opened your Internet Browser and entered the address of the **INCLUDEME** portal, you should be taken to the portal.

In the top right hand corner you can find a **log in** button that should be used for logging into the system with your username and password.



Image 1

As soon as you have clicked a **log in** button a form will be shown to you. You can now enter the username and password and log in.

Please log in

To access this part of the site, you need to log in with your user name and password.

If you have forgotten your password, [click here to retrieve it](#).

Account details

Login Name
Login names are case sensitive, make sure the caps lock key is not enabled.

Password
Case sensitive, make sure caps lock is not enabled.

Please log out or exit your browser when you're done.

Image 2

Enter your username and password and click the **log in** button. This should complete the login procedure and now you can start using the portal as a member.

Using portal as a member

After you have logged in there will be some changes in the portal – you will get some new possibilities.

One of these changes will be for the menu in the top right hand corner. It will get some new buttons you can now use. With the help of these buttons you can see and change your **member profile**, go to your **own space** inside the portal, go to **preferences page** and **log out**.

The first choice should be the **preferences** button, so that you could fill your personal profile and maybe change password.



Image 3

Once you have clicked it you should be taken to the **preferences page**. If you do not have administrative privileges, then you should see something like the image below.

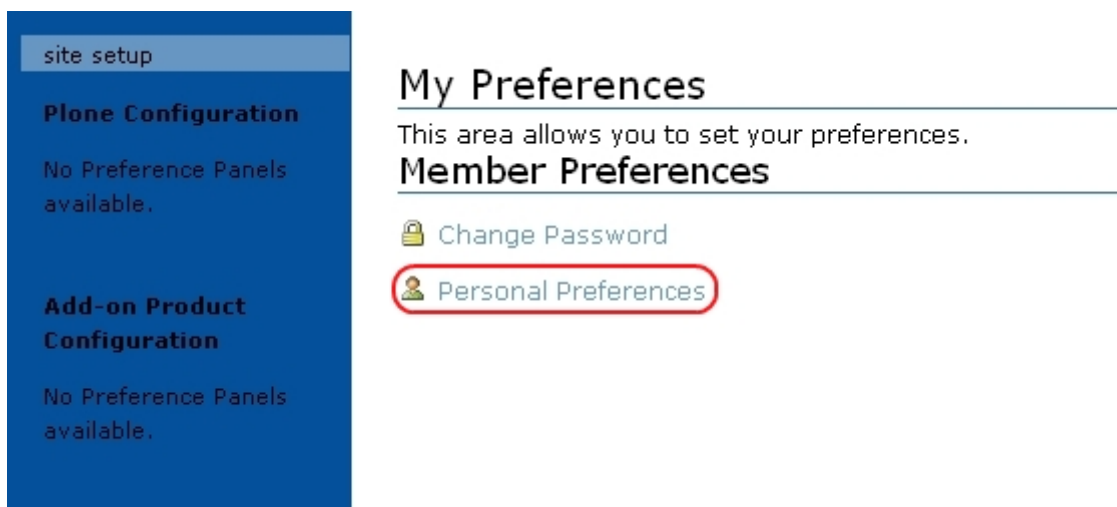


Image 4

Here you can see two choices: **Change Password** and **Personal Preferences**. You should probably select the second one.

Remember: You can come here any time you need to change the password or make any additions and changes to the personal preferences.

Some of the fields of the personal preferences page are already filled with information: **Full Name** and **E-mail**.

Note: There is a red dot next to the **E-mail** field. It means that this field is **required**. Unless you provide an e-mail address you will not be able to save the changes.

The other fields are not directly required by the system, but it will be a good idea to provide some information about yourself.

You should probably use a **Kupu** content editor, so the **Content editor** field should be left as it is by default. The **Kupu** is a really nice visual editor, the other choice is basic **HTML** editor field where you will have to write everything by yourself. **Kupu** works fine with **Internet Explorer** and **Mozilla** family browsers. It is still not supported by **Safari** browser, but the support might come with newer versions.

The last choice is a **Portrait** of the user. You can put your picture here, but there is no sense in adding really high resolution images. The portrait size will be **75 pixels wide** by **100 pixels tall**.

So the best solution is to add a picture that is this size or something close to it. You can make the resize with any editor.

A few of the free graphical editors you could use:

- [Irfan View](#)
- [Paint.net](#)
- [Gimp](#)

As soon as you have finished filling the contents you can press the **save** button. If you want to see the result and how your personal information does look like you should go to the top of the page and use the **view** tab.

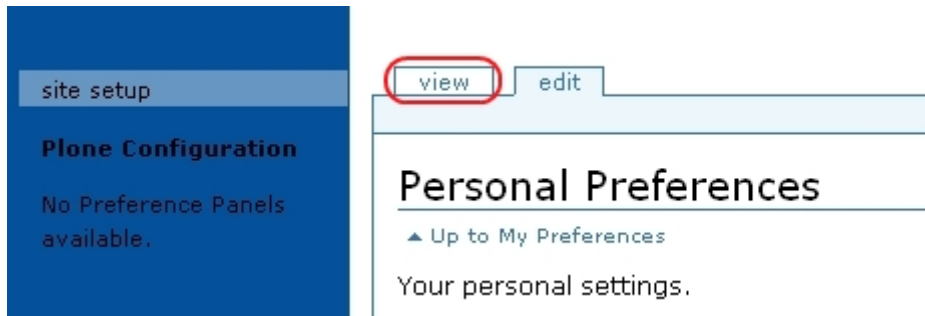


Image 5

This should take you to your personal information page. This is the page, the others might use if they want to get some information about you.

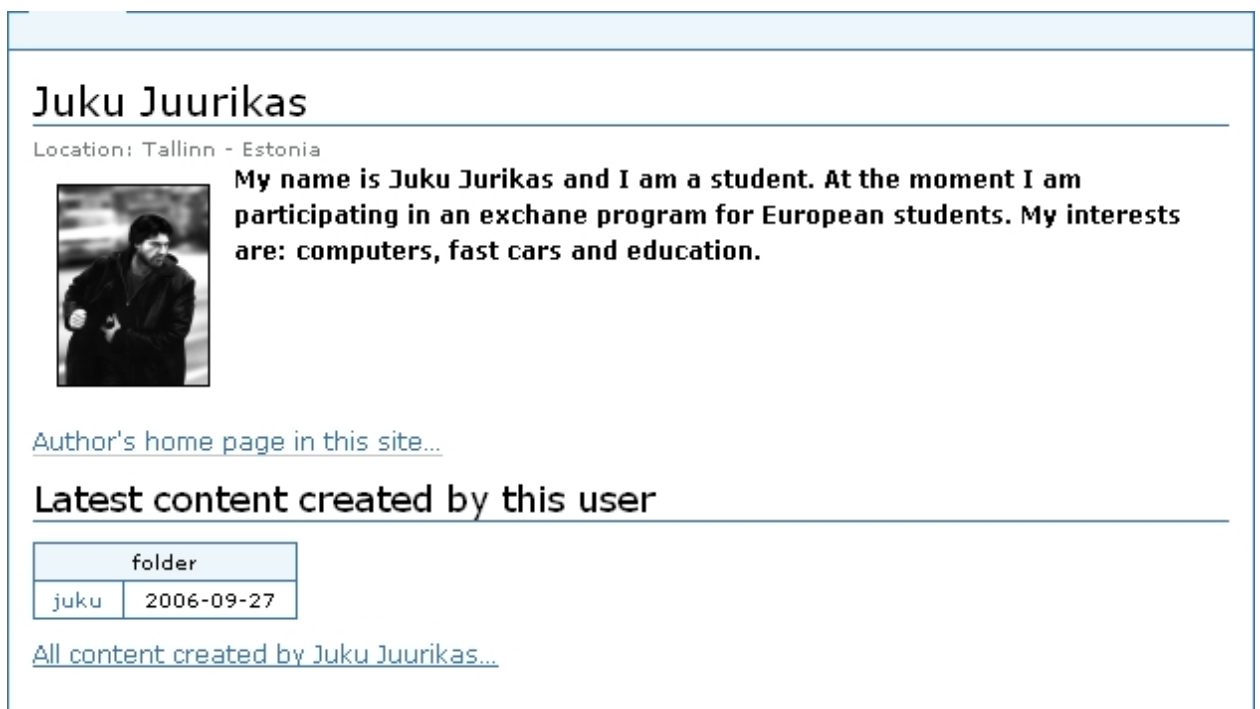


Image 6

Now you have completed filling your personal information and might have changed your password. Your personal information is saved, but you can change it any time it is necessary.

From this point forward you can start using the portal and you might want to add some of your files to your **personal space**. This can be located with the help of **my folder** button in the menu at the top right hand corner.