

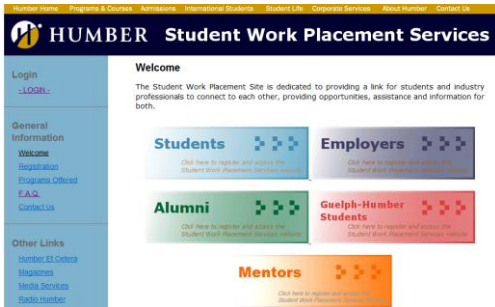
# Humber Coop Website Help

September 2011

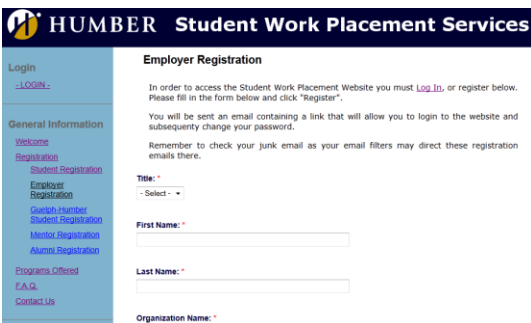
## REGISTRATION

Before you access the Humber Coop website, you must register first.

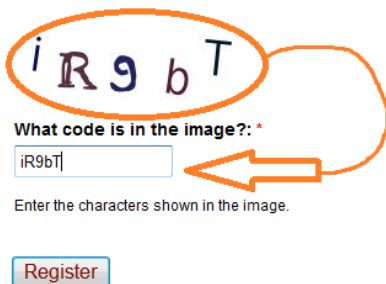
1. Click on the button (Students, Employers, Alumni etc.) appropriate to your category.



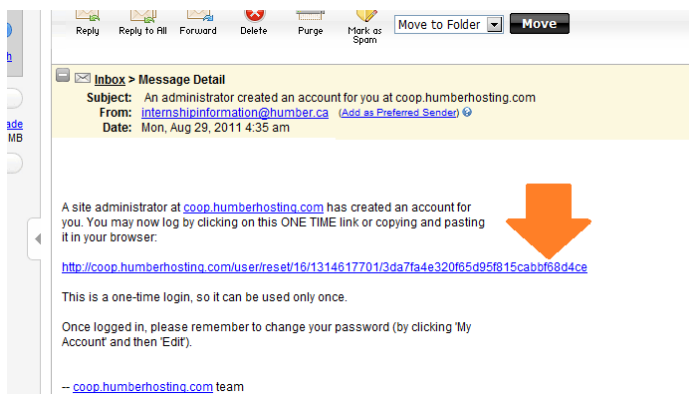
2. Fill in your information. *Note: Any field marked with \* is a required field.*



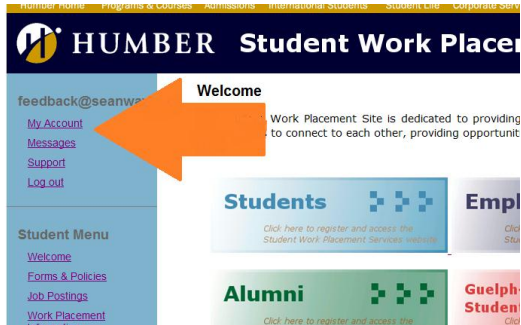
3. Enter the characters you see into the case sensitive box below, and click "Register" to complete the form and submit your registration request.



5. You will receive an email at the address you entered in the form which will have a link for you to click on to activate your account. Clicking on that link will log you in to the Coop website.



6. As this is a one-time-only login, you need to setup your password. Click on My Account to do this now.

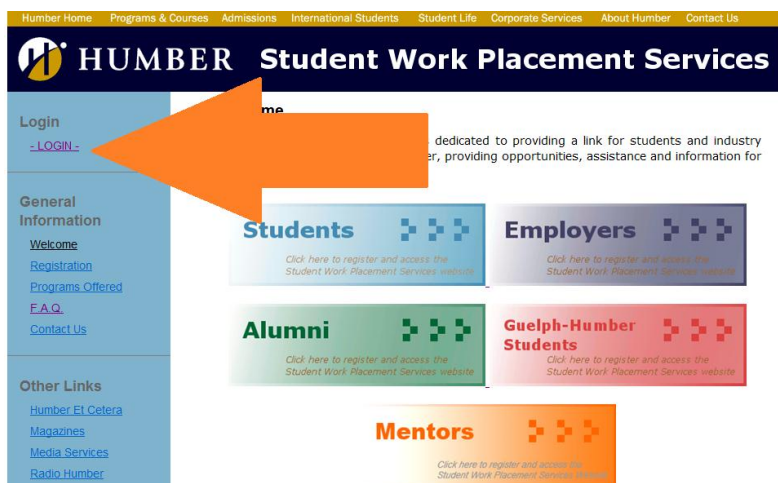


7. Now, click on the Edit tab, and enter your new password into both password boxes. Helper text will guide you to create a more secure password. Click Save when you are finished. Now you are set up and will have access to the Humber Coop Website pages in your category.



## LOGGING IN

1. From the Home Page, click on - LOGIN -.



2. Enter the email address you created your account with, and your password, then click Log in. (Note: Program Coordinators use their last name for their Username)

3. If you are unable to log in, click the "Request new password" tab and a new password will be emailed to you.

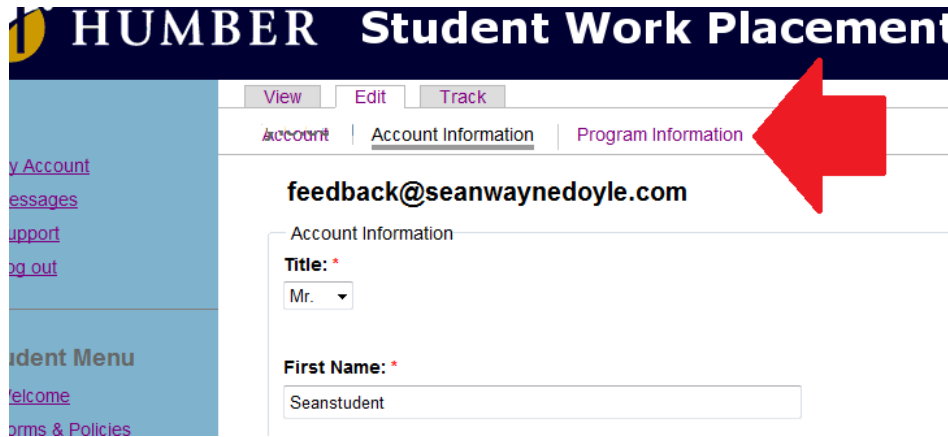
## HOW TO CHANGE YOUR INFORMATION

1. Log in to your account (see "Logging In" above).
2. Click on My Account.

3. Note the three tabs at the top: "View", "Edit" & "Track".

The **View** tab is what you will see when you first click on My Account and it displays your currently stored information.

4. To change this information click on the **Edit** tab. Now, you are presented with three more options: **Account**, **Account Information**, & **Program Information**.



The screenshot shows the Humber Student Work Placement account management interface. The page title is "HUMBER Student Work Placement". The user is logged in as "feedback@seanwaynedoyle.com". The "Account Information" tab is selected, showing fields for "Title" (set to "Mr.") and "First Name" (set to "Seanstudent"). A red arrow points to the "Account Information" tab.

5. **Account** is where you change your password.

6. To change your personal info, click on the **Account Information** tab, edit the fields you wish to change, and click "Save" to update your information in the Humber Coop database.