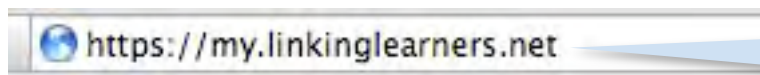


HELP 1. Starting myLLL Application: Login, Logout, Changing Passwords, Unsubscribing from Emails

How to Login

To get onto the platform, first type in the Internet address like this:



my.linkinglearners.net

Now fill in the myWebGate Login like this:



The screenshot shows the 'myWebGate Login' form. It includes a 'Login Form' tab, a title 'myWebGate Login', and a 'myWebGate Login' heading. The form contains the following elements:

- Username:** A text input field containing 'dennig@btinternet.com'. A callout bubble points to this field with the text 'Your email address'.
- Password:** A text input field containing '.....'. A callout bubble points to this field with the text 'abcbcd'.
- Log in:** A button labeled 'Log in'. A callout bubble points to this button with the text 'Click to Log'.
- Remember username:** A checked checkbox labeled 'Remember username'. A callout bubble points to this checkbox with the text 'Click to remember username if not on a shared computer, otherwise uncheck'.

Your username is your email address.

Your password is abcbcd (you may change this later).

Don't forget to *click* the **Log in** tab.

Click to remember username but leave the box unchecked if you are using a shared computer.

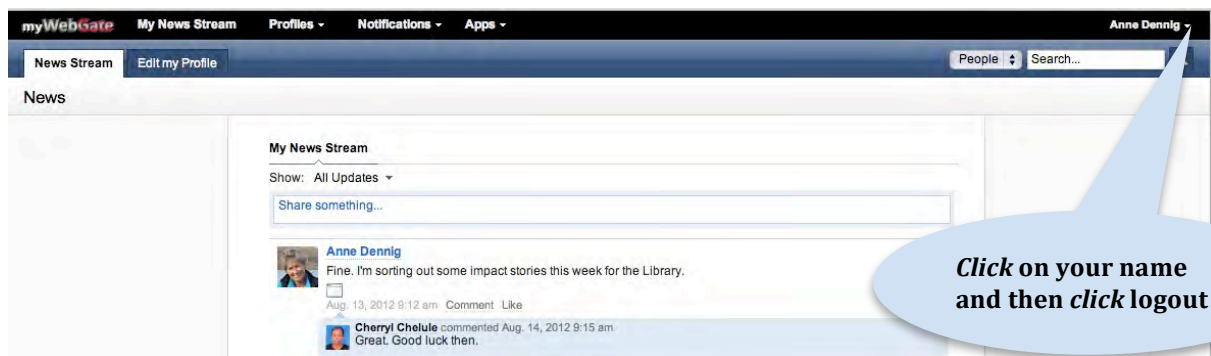
How to Logout

After you have finished working on myLLL you will need to logout.

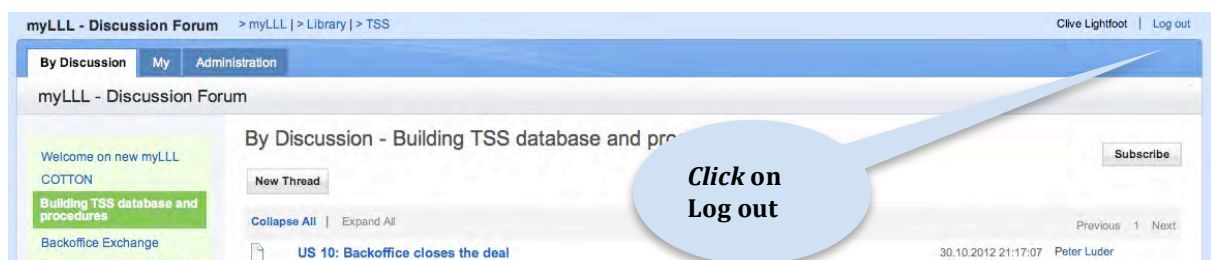
You can do this in two ways:

- 1) You will find the logout tab on the **News Stream** page on a drop down menu under your name. *Click* logout.

Edit my profile
Invite external person
Change my password
logout



- 2) Logout from the **Discussions** or the **Library** pages is in the top right corner next to your name.

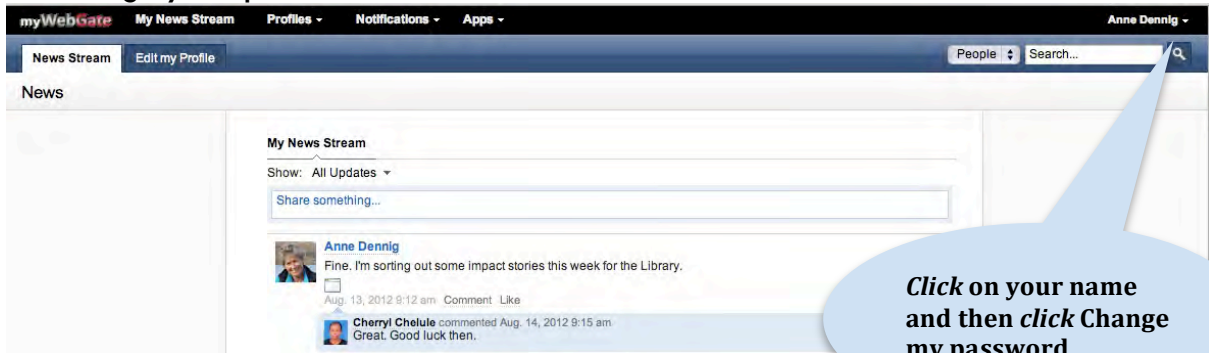


Click on the tab to Logout.

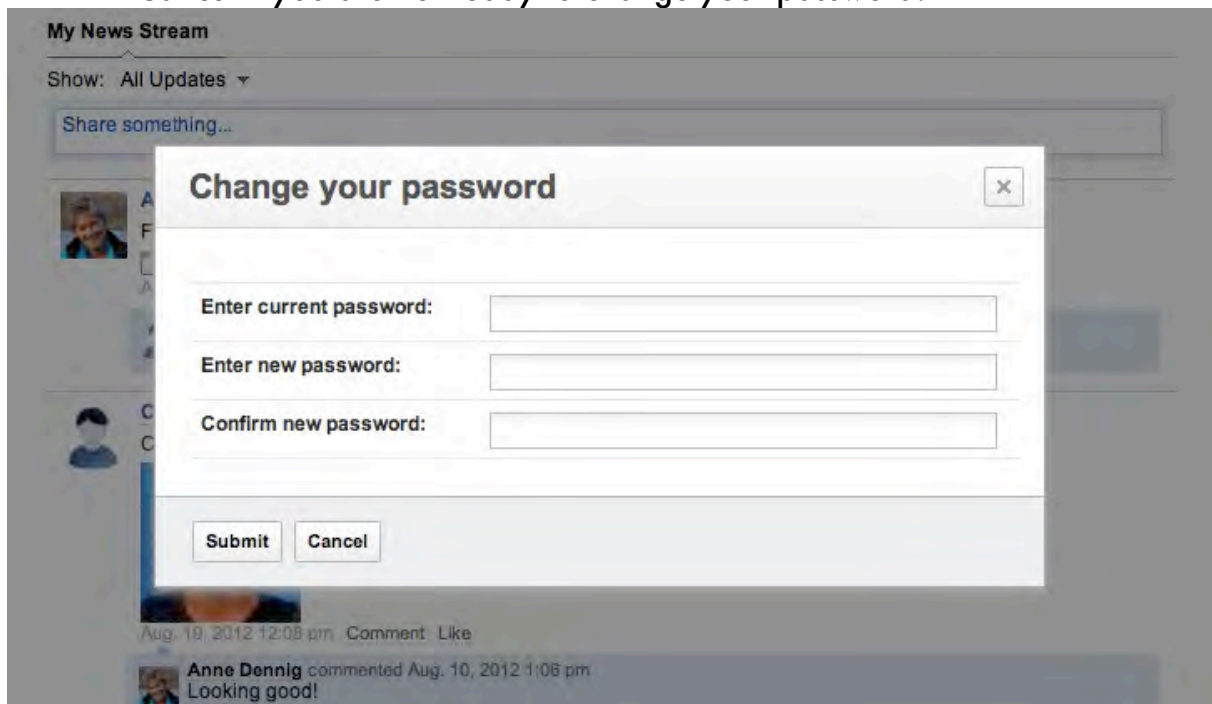
How to Change Your Password

Once you are able to login to the platform using your default password, you can change it to one that you are comfortable with and can easily remember.

To change your password:



- 1) Go to **My News Stream**.
- 2) On the top right corner where you have your name, *click* on the drop down arrow.
 Edit my profile
 Invite external person
Change my password
 logout
- 3) *Click* on Change my password.
 A dialogue box will appear prompting you for your old and new password.
 You will need to confirm your new password.
Click Submit when you are sure of your new password.
Click Cancel if you are not ready to change your password.



How to Unsubscribe from Emails

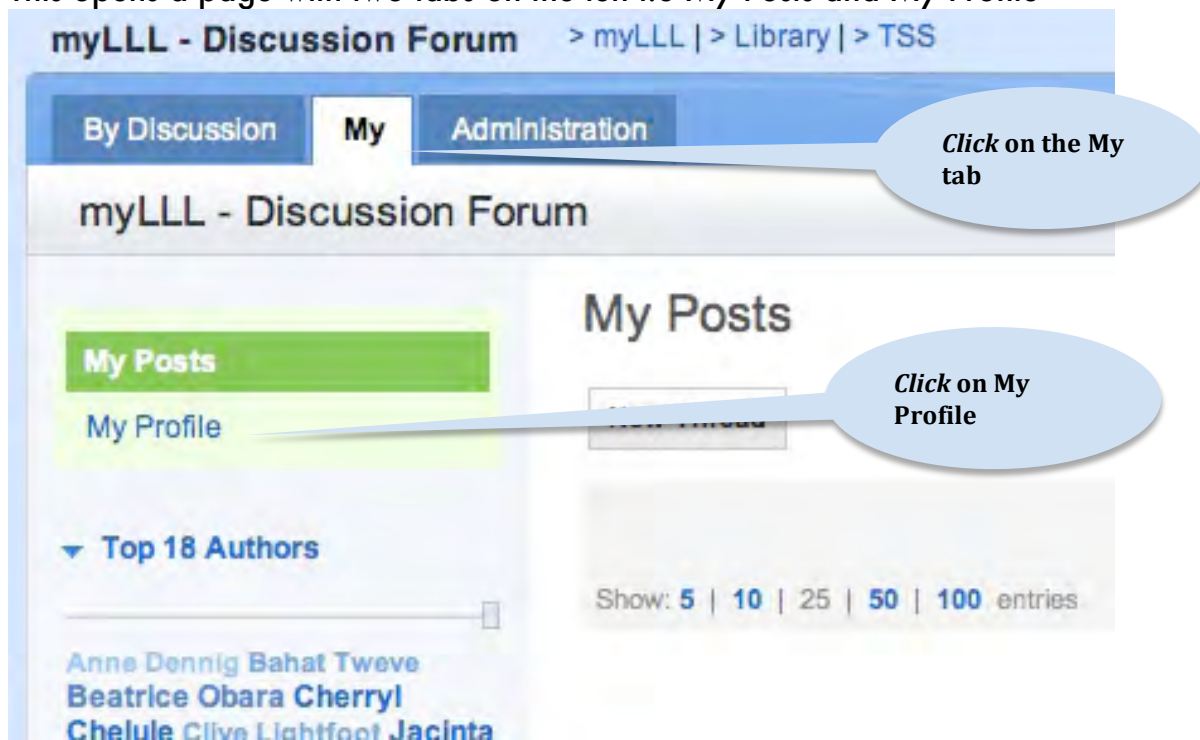
Some members of myLLL may wish to read postings on the myLLL platform without having each posting sent to them by email. Therefore if you wish to unsubscribe to emails follow these steps:

Once you have logged onto the myLLL platform (my.linkinglearners.net) go to Apps Menu on the black bar Main Menu.

Under the Apps menu *click* on Discussions. This opens the Discussion Forum.

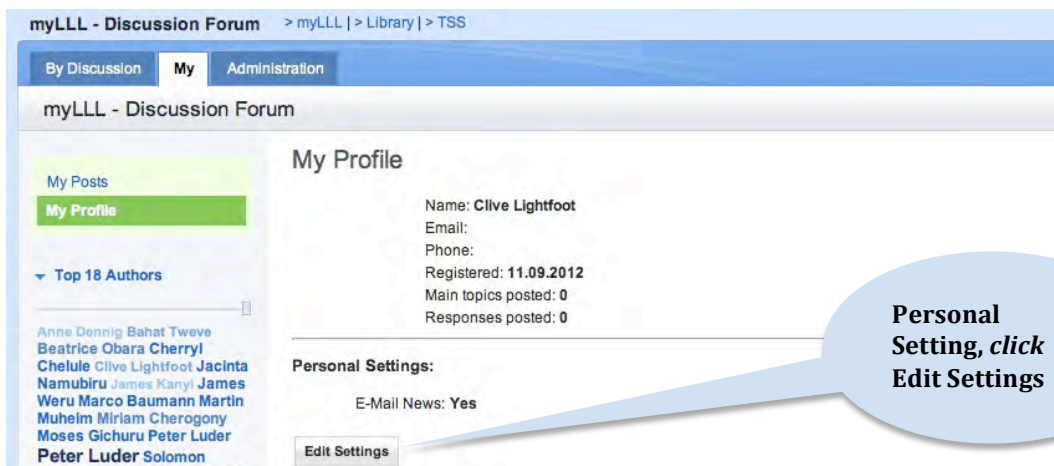
Click on the My tab after the discussions tab.

This opens a page with two tabs on the left i.e My Posts and My Profile



The screenshot shows the 'myLLL - Discussion Forum' page. At the top, there are navigation links: 'myLLL | > Library | > TSS'. Below this is a tabbed interface with three tabs: 'By Discussion', 'My', and 'Administration'. The 'My' tab is selected. Below the tabs, there are two sub-tabs: 'My Posts' and 'My Profile'. The 'My Profile' sub-tab is highlighted with a blue callout bubble that says 'Click on My Profile'. Below the sub-tabs, there is a section for 'Top 18 Authors' with a scrollable list of names: Anne Dennig Bahat Tweve, Beatrice Obara Cherryl, and Chelule Clive Lightfoot Jacinta. To the right of the sub-tabs, there is a 'My Posts' section with a 'Show: 5 | 10 | 25 | 50 | 100 entries' dropdown menu. A blue callout bubble points to the 'My Profile' link with the text 'Click on My Profile'.

Click on My Profile This will open a page with three rows. Go to the middle Personal Settings row. Then *click* on the Edit Settings tab.



You will be given two options of receiving the discussions to your inbox.

Personal Settings:

E-Mail News: Yes No

*Check the Yes button to continue receiving the discussions to your inbox.
Check the No button if you do not want to receive the discussions in your inbox.*

*Click on Save.
If you have not made any change, click on 'Cancel'*

PLEASE NOTE

If you want to subscribe to some discussions (to get emails) but not to others, you can do this on the Discussion page by clicking **By Discussion**. You will see all the discussion topics on the left. By clicking on a discussion topic you will enter that discussion page where you can see a button in the top right corner of the page. If you click this button you can either **Subscribe** to or **Unsubscribe** from this particular discussion topic. This way you will be able to subscribe to some discussions and unsubscribe from others.

