

NEW USER REGISTRATION STEPS

1. The new user clicks on the invitation link (<http://tpsteachersnetwork.org/register>).
2. The new user fills in the form with his or her name, user name, e-mail address, password, and verify password (repeat of the password). To finalize this step, check the “I’m not a robot” CAPTCHA box and then click “Register” to submit the form.
3. A verification email is automatically sent to the new user's e-mail inbox.
4. The new user opens the e-mail from the TPS Teachers Network and clicks on the line “Please click HERE to activate your account and complete your profile.”
5. The resulting screen will read “Welcome to the TPS Teachers Network! Your account has been activated. Please log in now to accept the Terms & Conditions and to complete your profile.”
6. The user will:
 - a. Log in with the previously selected user name and password.
 - b. Read and accept the [TPS Teacher Network Terms and Conditions](#).
 - c. Complete the user profile form.
 - d. Click SAVE.
7. The URL for the TPS Teachers Network from now on will be <http://tpsteachersnetwork.org>.
8. All new users who register in the TPS Teachers Network are automatically made members of the TPS Commons. They can also immediately begin joining public groups, contributing posts and comments, and exploring all the other tools and content of the TPS Teachers Network.

Additional Registration Tips

Tip 1. We recommend that all new users upload an avatar, i.e. a photo or image representing them:

- From any TPS Teachers Network page, users may click on PROFILE>My Profile.
- Click on the smiley face , then...
 - Drag and drop a photo or image (.jpg or .png format only) from your computer into the gray box or...
 - Click Choose File to locate and select a photo or image on your computer and insert its file name into the Choose File box.
- Click SAVE NEW AVATAR.

Tip 2. At any time, users can edit their profiles, change their passwords, update their email addresses, and more by clicking on PROFILE>My Profile and selecting the gearshift icon  and making the relevant selection.