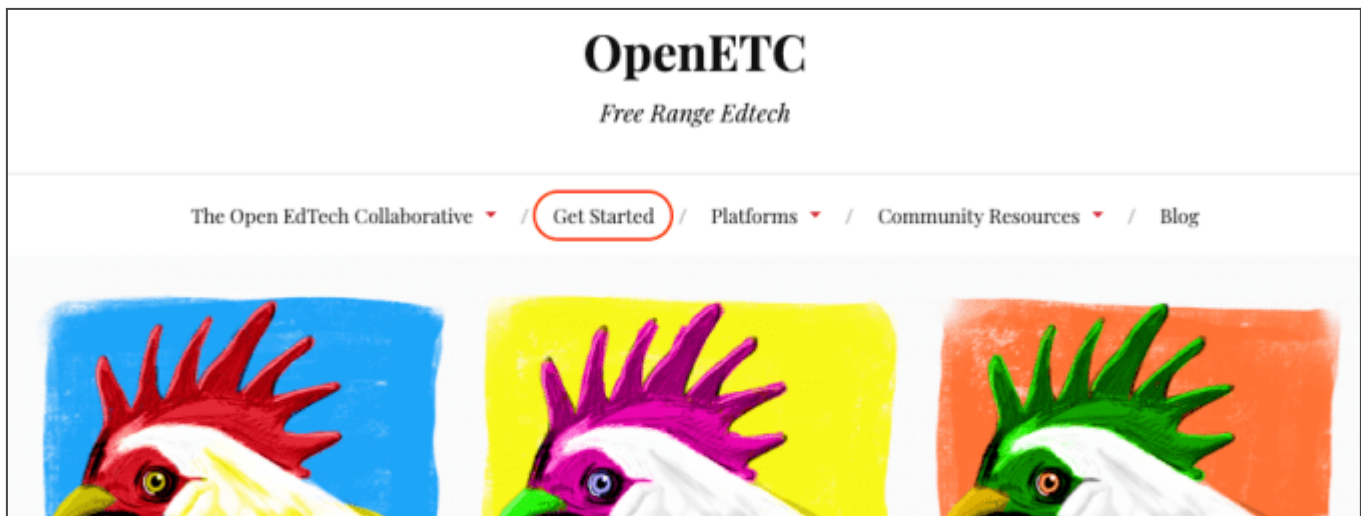


Setting Up an OpenEd.ca Account

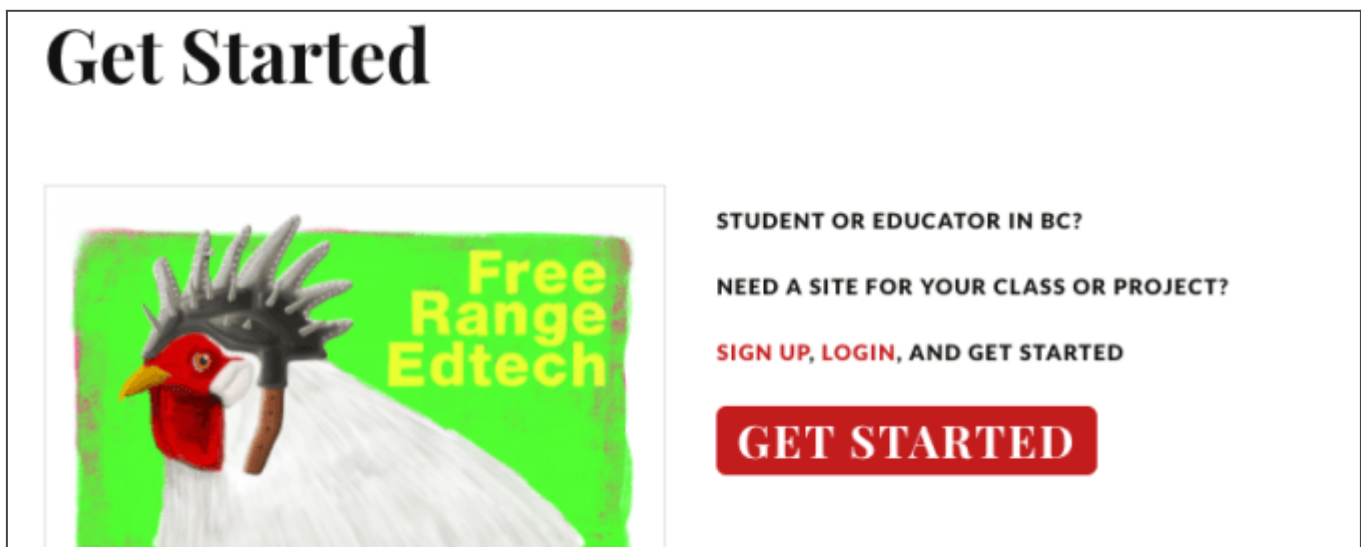
For EDCI 336, we will be using the Open and Educational Technology Collective, hosted by a team of B.C. post-secondary education IT professionals on BCNet's EduCloud, so your data is stored not only in Canada but within B.C.

The account creation process can take some time to process after you've requested an account, so that is why I am asking you to start your account creation process before class time.

1. Go to <https://opened.ca> and click 'Get Started':



2. Next scroll down and click the big red 'Get started' button:



3. Complete the form:

- Remember, if you want to be anonymous, you can use a pseudonym for your username.
- You **MUST** use your own UVic email address (NOT Gmail or other email address - use your ...@uvic.ca email address. Do not use YourNameHere).
- Make sure you choose '**Just a username, please.**'
- Click 'Next'



Get your own OpenETC Wordpress account in seconds

This is only a sample name.

Username:

YourNameHere

(Must be at least 4 characters, letters and numbers only.)

You MUST use your ...@uvic.ca email address

Email Address:

YourNameHere@uvic.ca

We send your registration email to this address. (Double-check your email address before continuing.)

☐ Give me a site!

☒ **Just a username, please.**

NEXT

4. Go make some tea, and check your @UVIC.ca email in between 5-30 minutes:

- Sometimes the confirmation email takes a few minutes, if you don't see it in 30 minutes, **check your spam/junk folder.**

YourUsername is your new username

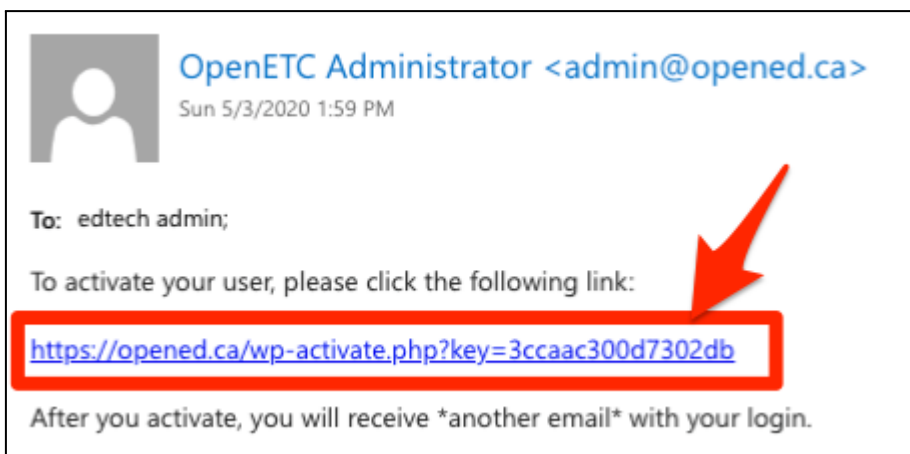
But, before you can start using your new username, **you must activate it.**

Check your inbox at **edtechadmin@uvic.ca** and click the link given.

If you do not activate your username within two days, you will have to sign up again.

5. Activate your username:

- The email will come from 'OpenETC Administrator' and will contain a link that you must follow to activate your account.



6. Then you'll get another email:

- Click 'Log in'.

Your account is now active!

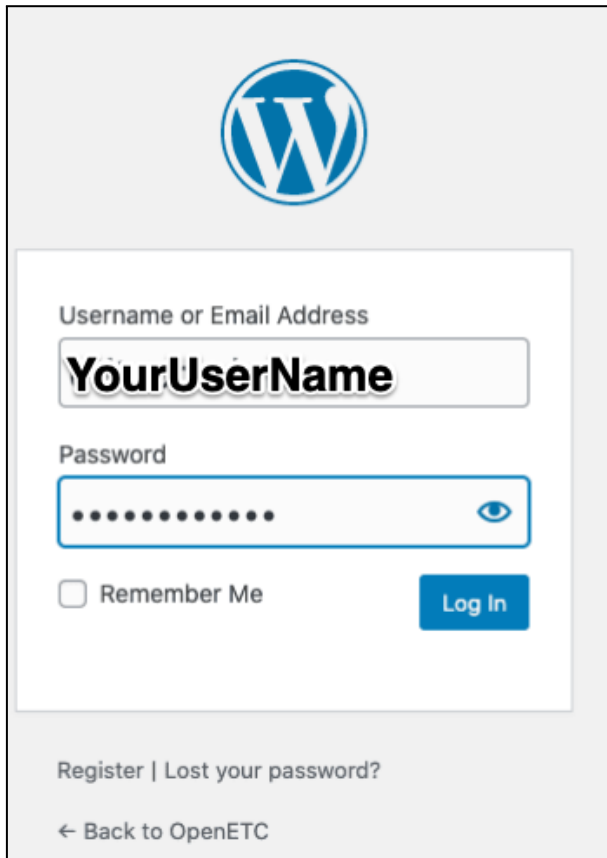
Username: edtechadmin

Password: aW6oDs4Z7E4j

Your account is now activated. **Log in** or go back to the **homepage**.

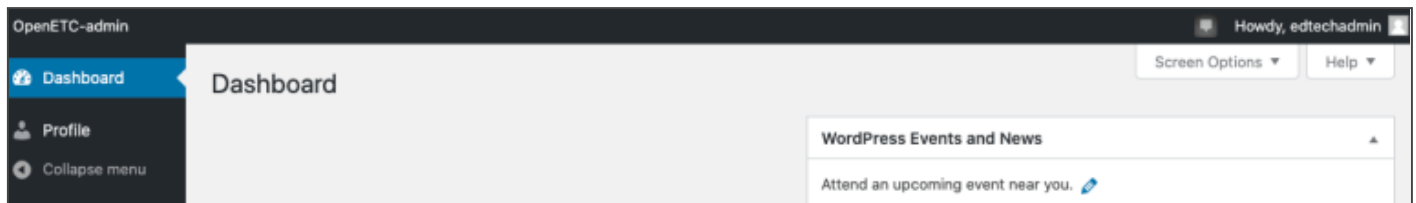
7. Log in to WordPress:

- Use the username and password that were included in the confirmation email.



The image shows the WordPress login interface. At the top is the WordPress logo. Below it is a form with two input fields: 'Username or Email Address' and 'Password'. The first field contains the text 'YourUserName'. The second field is filled with dots and has an eye icon to toggle visibility. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. At the bottom of the form are links for 'Register | Lost your password?' and a link to '← Back to OpenETC'.

8. Your Dashboard will be empty.



9. Next Steps:

- Great job! You will set up your website during class time, using a helpful EDCI 336 template that will save you a lot of work in setting up your portfolio website.
- If you had any problems setting up your website, please email rmccue@uvic.ca with a description of your problem, and I will help you during class time as we work on our websites.