



RRLC Website "Registration" and "My Account" Tutorial

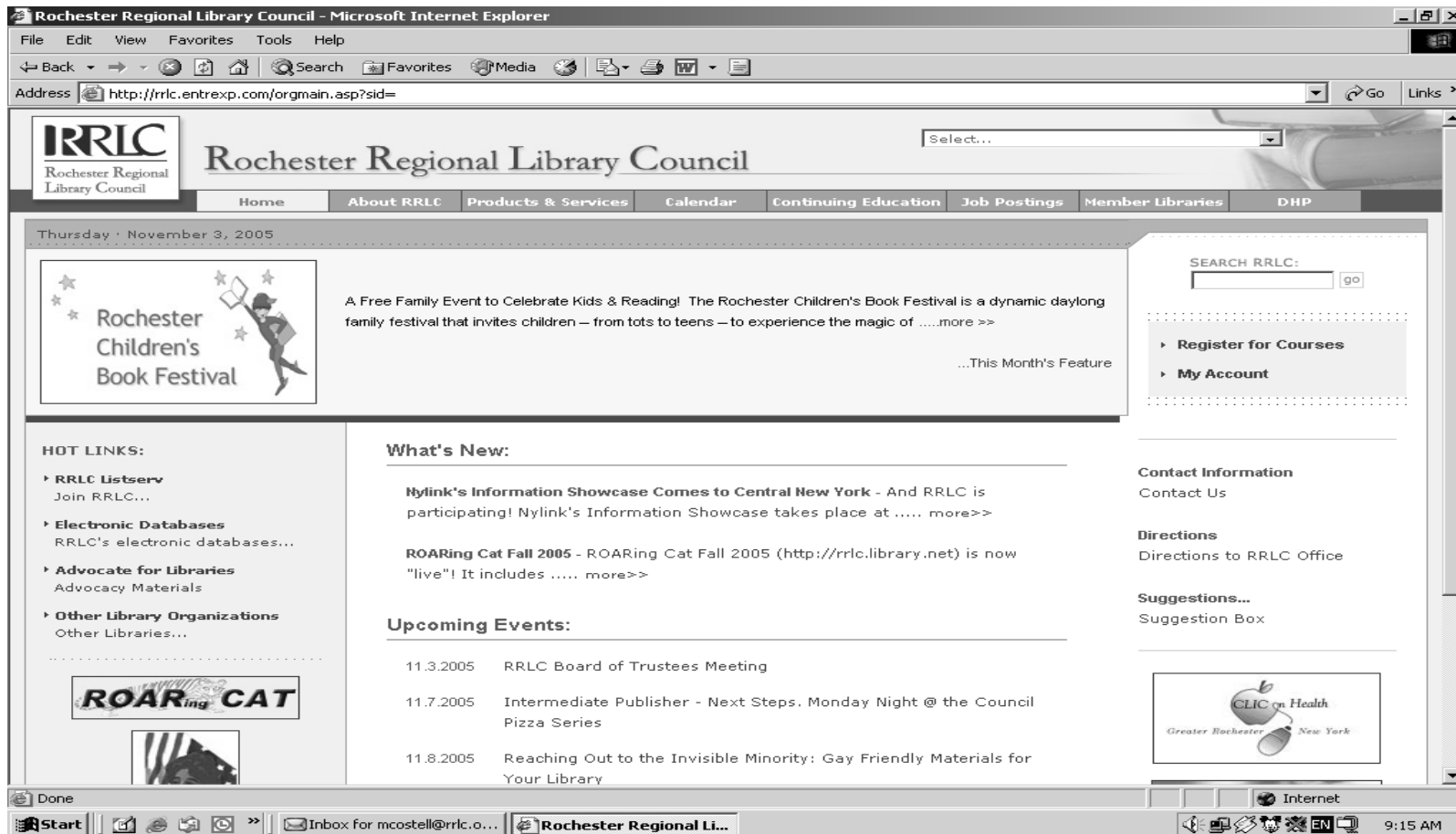


Tutorial contents

- Directions for "Register for Courses"
- Directions for "My Account"

To Register for Courses

1. Please go to www.rrlc.org



2. On the home page you will see a blue box on the right of the page, click on the link "Register for Courses".

- 
- ▶ **Register for Courses**
 - ▶ **My Account**

3. You will enter the login page. If you already have a password then enter your email address as your username, enter your password and click "Login". (Skip to step 4 on next slide)

- If you don't have a password enter your email as username, leave password blank and click "Login". You will be emailed a password. After retrieving your password go back to "Register for Courses" and follow step 3.

- If you have never taken a workshop at RRLC please email RRLC at rrlc@rrlc.org or call the office (585-223-7570) and have a staff member enter your email address into the database and assign you a password. Then follow step 3 above.



4. When you click "Login" you may be rerouted back to the home page. If this happens, click on "Register for Courses" again. If not, then go to the next page.

Rochester Regional Library Council - Microsoft Internet Explorer

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Address <http://rrlc.entexp.com/orgmain.asp?sid=>

IRRLC Rochester Regional Library Council

Rochester Regional Library Council

Home About RRLC Products & Services Calendar Continuing Education Job Postings Member Libraries DHP

Thursday · November 3, 2005

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A Free Family Event to Celebrate Kids & Reading! The Rochester Children's Book Festival is a dynamic daylong family festival that invites children – from tots to teens – to experience the magic ofmore >>

...This Month's Feature

SEARCH RRLC: go

Register for Courses

My Account

HOT LINKS:

- RRLC Listserv
Join RRLC...
- Electronic Databases
RRLC's electronic databases...
- Advocate for Libraries
Advocacy Materials
- Other Library Organizations
Other Libraries...

What's New:

Nylink's Information Showcase Comes to Central New York - And RRLC is participating! Nylink's Information Showcase takes place at more>>

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Upcoming Events:

- 11.3.2005 RRLC Board of Trustees Meeting
- 11.7.2005 Intermediate Publisher - Next Steps, Monday Night @ the Council Pizza Series
- 11.8.2005 Reaching Out to the Invisible Minority: Gay Friendly Materials for Your Library

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ROARing CAT

CLIC on Health
Greater Rochester New York

Done

Start

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Internet

9:15 AM

5. You will need to fill out the informational fields displayed on the “Register for Courses” page (if they are blank), choose your workshop and click “Register”.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Rochester Regional Library Council website. The browser's address bar shows the URL: <http://rrlc.entexp.com/orgMain.asp?sid=CAAFBBDADBCJJJJGE&orgid=17>. The website header includes the RRLC logo and navigation links: Home, About RRLC, Products & Services, Calendar, Continuing Education, Job Postings, Member Libraries, and DHP. The main content area is titled "Register for Courses" and contains a registration form. The form fields are: First Name (Michelle), Last Name (Costello), Phone (585) 223-7570, Email (mcostell@rrlc.org), Library (Rochester Regional Library Council), and Workshop (Select). A "Register" button is located below the form. On the right side of the page, there is a search bar and a sidebar menu with links for "Continuing Education", "My Account", "Workshop Listing", and "Register for Courses". The footer of the page provides contact information: 390 Packett's Landing · Fairport, NY 14450, Phone: (585) 223-7570 · FAX: (585) 223-7712, and Copyright © 2005 Rochester Regional Library Council. All Rights Reserved.

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Select...

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Register for Courses

< Previous Page Tell-A-Friend >

SEARCH RRLC: go

Please enter the information that is requested so that we may register you for the course.

* First Name:

* Last Name:

* Phone: Ext:

* Email: No Email:

* Library:

Workshop:

Register

Continuing Education

My Account

Workshop Listing

Register for Courses

Logoff

390 Packett's Landing · Fairport, NY 14450
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Done Internet

6. You should see a page with a statement thanking you for registering, if you don't receive this message please email RRLC at rrlc@rrlc.org or call the office (585-223-7570).

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To Check Your Account

1. Please go to www.rrlc.org

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Back Forward Stop Search Favorites Media Print Mail

Address <http://rrlc.entrex.com/orgmain.asp?sid=> Go Links

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Select...

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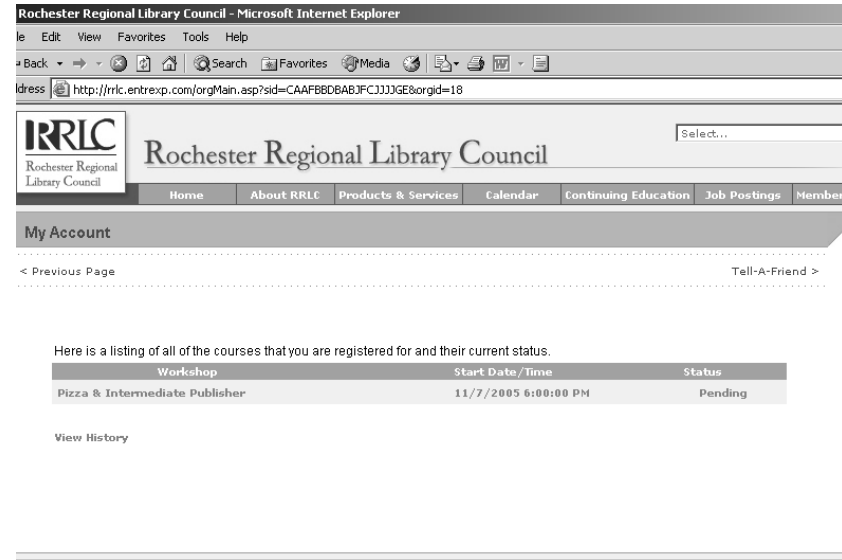
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5. You will see a page with the following statement “Here is a listing of all of the courses that you are registered for and their current status” and underneath you will see the courses you are registered for. You will also see a link under your present courses for “View History”; this link will show you a history of the workshops you have attended.



6. There is a link on the right side of the page to “Modify Information”. Use this link to change information such as email address, phone number or password.





Feel free to email RRLC at rrlc@rrlc.org or call the office (585-223-7570) with any questions or concerns. Thank you.