

THE COLLEGE OF NURSING WEBSITE  
Online member's guide: Website  
registration and access to online  
library services

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Contents

<b>Registration .....</b>	<b>3</b>
To register .....	5
To login after registering .....	8
To change your password .....	10
Automatic log out .....	11
If you forget your username or password.....	12

**Production and development completed by The College of Nursing**

**Item number 202**

**3rd edition, February 2008**

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ABN 43 000 106 829

# A guide for members: Website registration and access to online library services

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In this guide we'll be looking at the following aspects of registering at the College's website and gaining access to the online library catalogue and full text journals:

- registering
- logging in
- changing your password

## Registration

Certain areas of the College's website pages are only assessable to College members and students. This includes library demonstrations and forms, online journals and the online library catalogue.



To access these areas in addition to being a College member or student you also need to be registered on the College website. The registration process provides you with a username and password. Once you have received a username and password you are then able to login and gain access to these restricted areas.

The registration process is slightly different depending upon whether you are an enrolled student at the College or a member of the College. These processes are detailed on the following page.

The registration process for members

If you a member of The College of Nursing and have not registered at either the College's main website or the College's student website, refer to the heading 'To register as a member' on the next page.

The registration process for graduate certificate (GC) students

If you are an enrolled graduate certificate (GC) student at The College of Nursing and *have* login access to the Student Website you are able to use the same username and password to access the online library catalogue.

For those who are:

- an enrolled GC student at The College of Nursing and *have not* received login access to the Student Website

or are

- an enrolled GC student and a member of The College of Nursing and *have not* received login access to either the Student Website or the College's main website refer to the Online student's guide which was sent with your learning materials or is available on the Education page on the College's website.

The registration process for distance education (DE), overseas qualified nurse (OQN) or refresher students


If you are an enrolled distance education (DE), overseas qualified nurse (OQN) or refresher student at The College of Nursing and *have not* registered at the College's main website refer to the heading 'To register as a member' on the next page.

To register



- ☞ Click on the register menu at the top right of your monitor to display the following screen.


A screenshot of a registration form. The text reads: 'Please select registration type - please choose your own username (must be a minimum of 6 letters)'. To the right is a dropdown menu with 'Existing College Member Website Registration' selected. Below the text and dropdown is a blue forward arrow button.

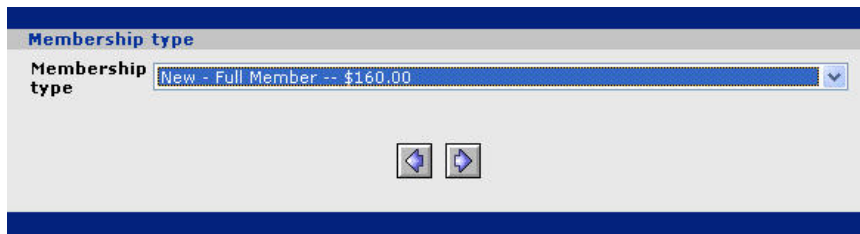
- ☞ Click on the forward arrow  to display the following screen and key in your details for each field.


**Note:** Information must be entered into each field. Choose your own username, and ensure you have filed it in a safe place.

Usernames **must have a minimum of six alpha and/or numeric characters.**

A screenshot of a registration form with the following fields: 'Existing Member (Membership #)' with value '12345', 'Title' with dropdown 'Mr', 'First Name' with value 'Samuel', 'Last Name' with value 'Seeto', 'Email' with value 'sseeto@iprimus.com.au', and 'Username' with value 'sseeto'. Each field has an asterisk to its right. At the bottom are two blue forward arrow buttons.

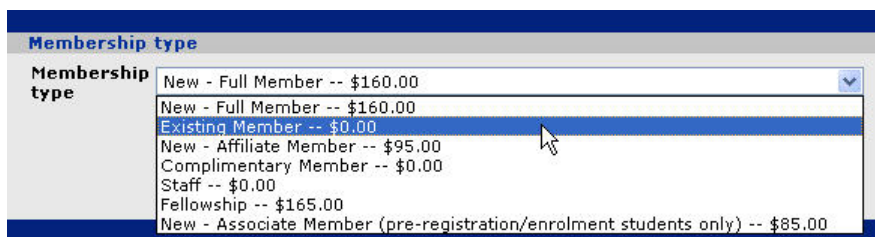
- ☞ Click on the forward arrow  to display the Membership type screen.



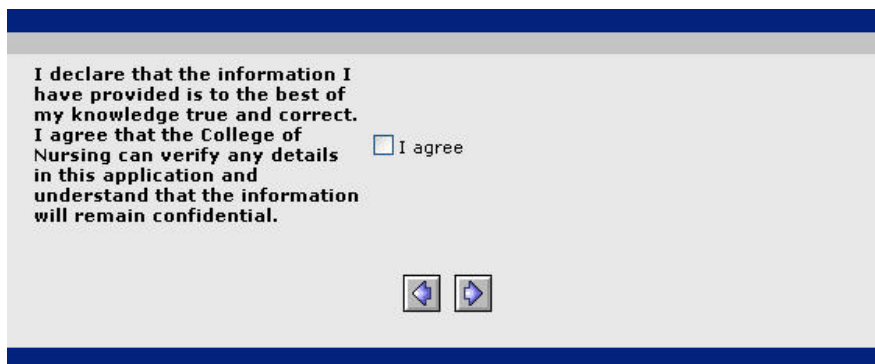
- Click on the drop down arrow  to display the membership type options and select the type that applies to you.  
(In the screen below Existing Member -- \$0.00 has been highlighted)

**Note:** If you are an enrolled distance education (DE), overseas qualified nurse (OQN) or refresher student select complimentary member.

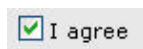
- All students undertaking College courses of more than 5 days duration are entitled to complimentary membership for one year.
- Complimentary membership is available once only and is not available to former College members.




- Click on the forward arrow  to display the following screen.

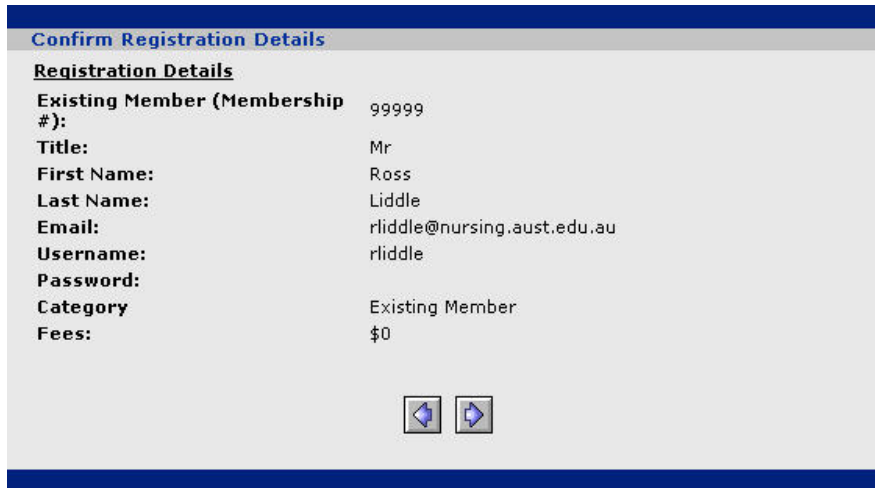


- Read the statement that appears on this screen and tick the 'I agree' check box. You must do this in order to move forward.




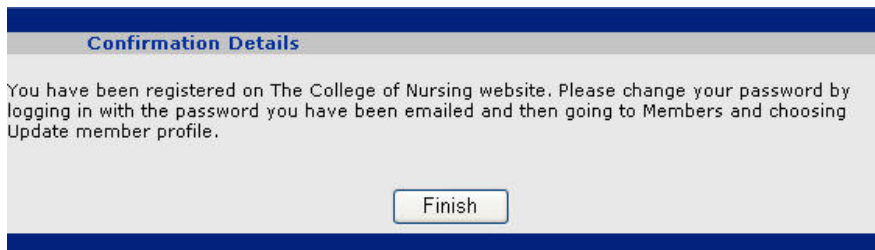
Click on the forward arrow  to display the Confirm Registration Details screen.

If any details are incorrect use the back arrow  to move to the appropriate screen in order to amend the incorrect item.



<b>Confirm Registration Details</b>	
<b>Registration Details</b>	
<b>Existing Member (Membership #):</b>	99999
<b>Title:</b>	Mr
<b>First Name:</b>	Ross
<b>Last Name:</b>	Liddle
<b>Email:</b>	rliddle@nursing.aust.edu.au
<b>Username:</b>	rliddle
<b>Password:</b>	
<b>Category</b>	Existing Member
<b>Fees:</b>	\$0

Click on the forward arrow  to display the Confirmation Details screen.



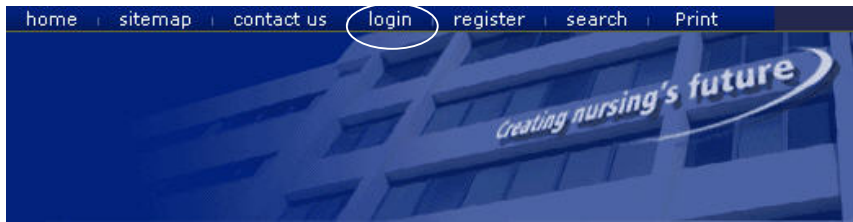
**Confirmation Details**

You have been registered on The College of Nursing website. Please change your password by logging in with the password you have been emailed and then going to Members and choosing Update member profile.

Finish

Click on the finish button .

## To login after registering



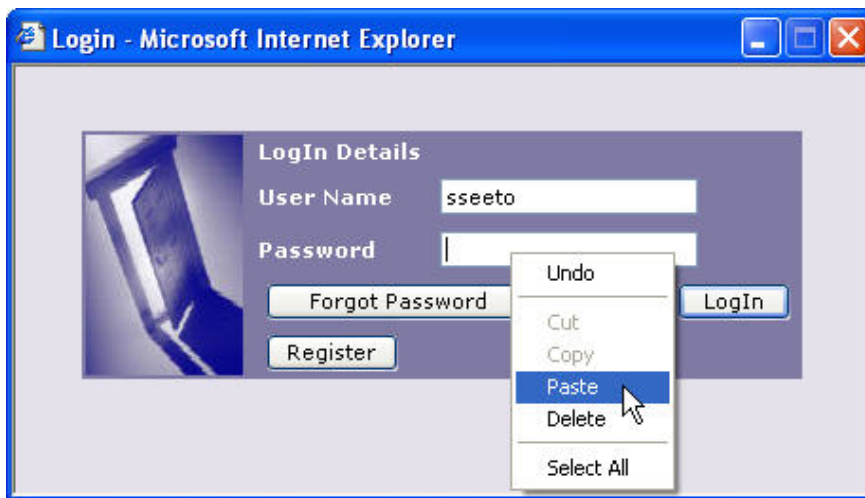
- ☞ Click on the login menu at the top right of your monitor to display the following Login screen.



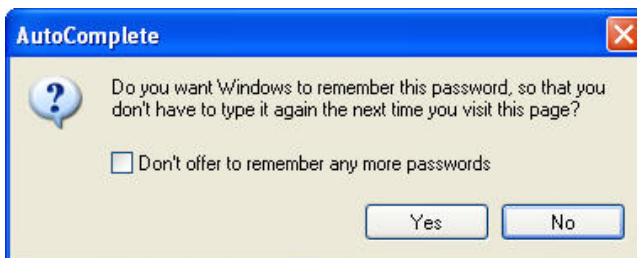
- ☞ Open the 'Membership Registration Details' email that was sent to your email inbox.
- ☞ Take note of your username and file in a safe place.
- ☞ Highlight the password that has been allocated to you. (Click your mouse in front of the first letter. Hold down the mouse button and drag the mouse pointer to the right across the password.)
- ☞ Right-click and copy the password. (With the mouse pointer on the highlighted password click the right mouse button and select Copy from the shortcut menu.)



- ☞ At the login screen, key in your username and paste your password into the 'password' field. (With the mouse pointer in the password field click on the right mouse button and select Paste from the shortcut menu.)



- ☞ Press the Enter key or click on the **login** button to display the AutoComplete screen.



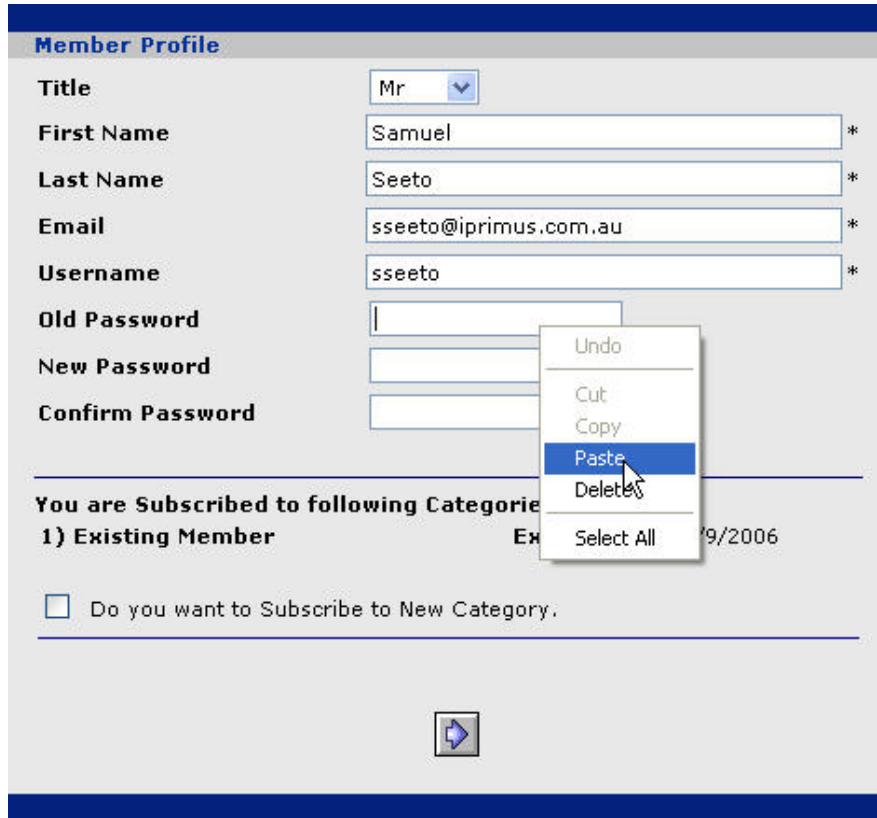
You can choose to:

- Click on the **Yes** button to avoid having to key in your password each time you login. (If you choose this option you must be confident that you have keyed in the password correctly.)
- or
- Click on the **No** button so that the password will have to be entered each time the login screen appears.

- ☞ You are now logged on. See the next page on how to change your password.

To change your password


- ☞ At the Member Profile screen paste your password into the Old Password field. (With the mouse pointer in the password field click on the right mouse button and select Paste from the shortcut menu.)



The screenshot shows a web form titled "Member Profile". The form contains several input fields: "Title" (a dropdown menu set to "Mr"), "First Name" (text box with "Samuel"), "Last Name" (text box with "Seeto"), "Email" (text box with "sseeto@iprimus.com.au"), "Username" (text box with "sseeto"), "Old Password" (empty text box), "New Password" (empty text box), and "Confirm Password" (empty text box). A context menu is open over the "Old Password" field, displaying options: "Undo", "Cut", "Copy", "Paste" (highlighted), "Delete", and "Select All". Below the form, there is a section titled "You are Subscribed to following Categories" with a list item "1) Existing Member" and a date "9/2006". At the bottom of the form, there is a checkbox labeled "Do you want to Subscribe to New Category." and a blue arrow button pointing right.

- ☞ Key in a new password of your own choice into the New Password and Confirm Password fields.

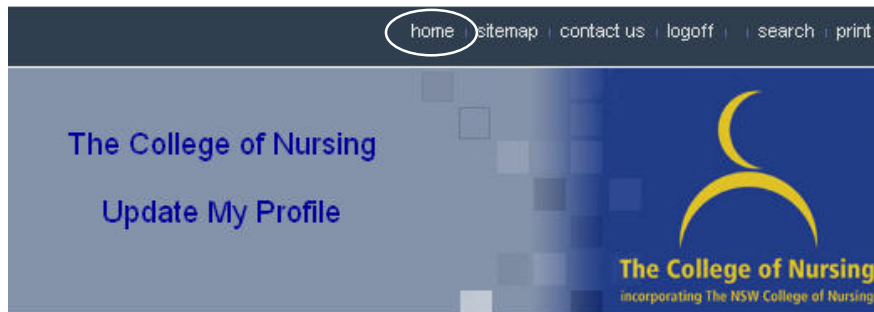
**Note:** New passwords must have a **minimum of six** alpha and/or numeric **characters**.

- ☞ Click on the forward  arrow. Your membership profile should now be updated.

**Your member profile has been updated.**

**Note:** Write down your new password and keep it in a safe place.

- Click on the Home link from the navigation bar in the top right of the screen to display the student website home page.



Notice that the logon menu item has now changed to a logoff menu item as indicated in the screen below.



This menu item toggles between the words logon and logoff depending on your current log status.

<b>Logon</b>	You are currently logged off the site
<b>Logoff</b>	You are currently logged on the site

### Automatic log out

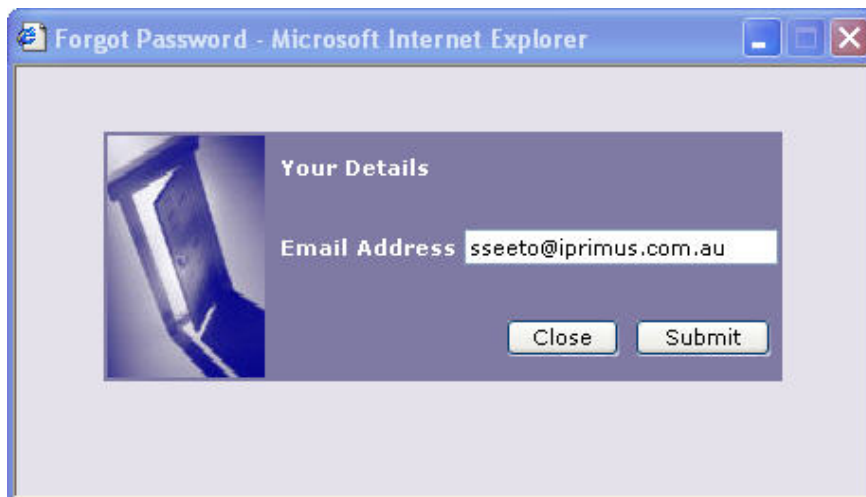
Be aware that if you don't navigate within the site, after a period of time the website will automatically log you off. If this occurs, click on the logon hyperlink in the top right of the website screen to redisplay the logon dialog box and then logon as you would normally.

If you forget your username or password

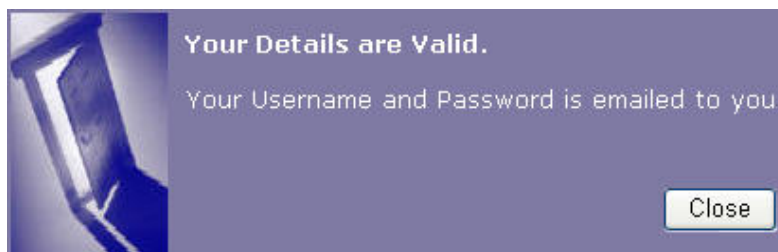
☞ Click on the  button at the login screen.



☞ Key in your email address into the Forgot Password window and click on the  button.



☞ The following screen will appear, indicating that your username and password have been emailed to you.



☞ Click on the  button and check your email inbox. *(Depending upon a variety of factors including time of day and internet traffic the registration details email may take some time to arrive at your inbox)*