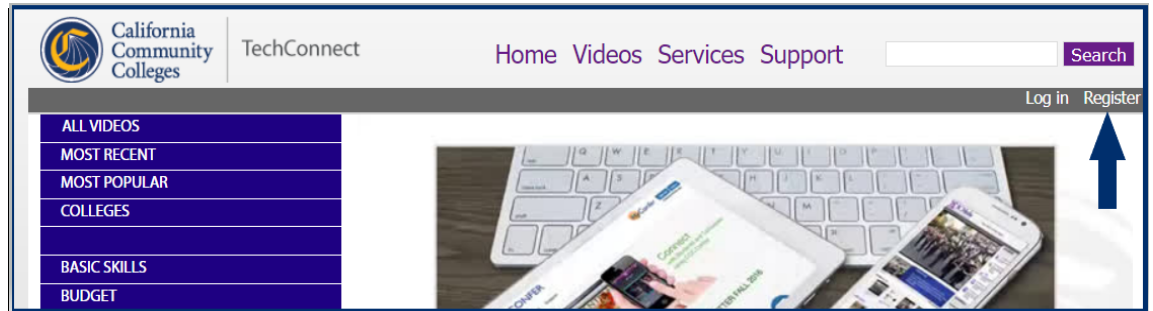


How To: REGISTER FOR AN ACCOUNT

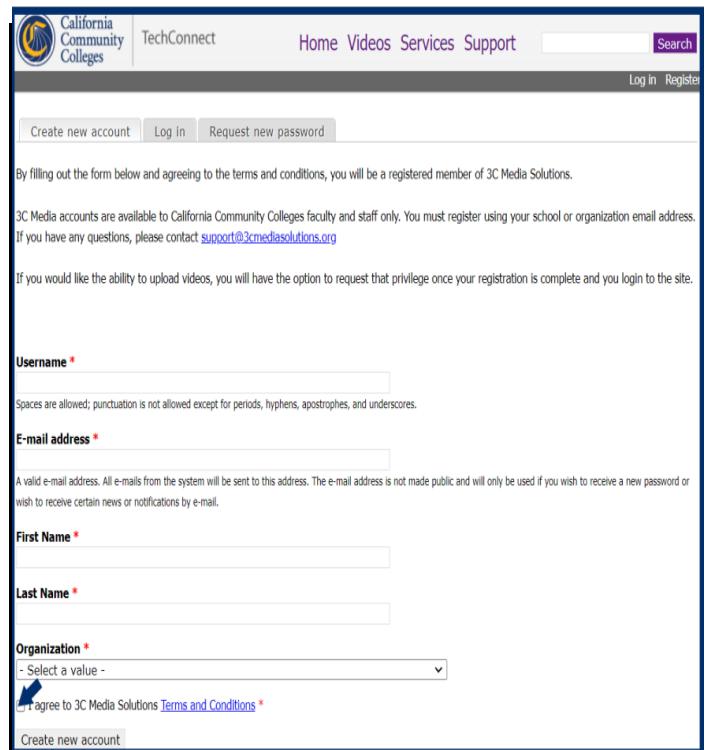
Anyone in the California Community Colleges system can register for an account on the *3C Media Solutions* website. You don't need to go through your college to obtain an account. It's simple, easy, and only takes a few seconds. Let's start by clicking **REGISTER** in the upper right-hand corner of the site. This will take you to our registration page. (Figure. 1)

It's important to note at this time all registries are initially provided a basic account with the ability to create playlists. If you require the ability to upload videos you will be able to request this upgrade once registration is complete.



(Figure 1)

Fill in the required information in the fields such as **User Name**, **Email**, and **Organization**. Although your name is not required you can enter it here as well. By checking the box under **Organization** you will be agreeing to the **Terms and Conditions** set by *3C Media Solutions*. You should look over these before checking this box. (Figure 2)



(Figure 2)

Click **CREATE NEW ACCOUNT**.

Your screen will change back to the *3C Media Solutions* home page. You will receive an e-mail from *3C Media Solutions* confirming that your registration was successful and instructing you to click on the link provided to create your personal password and complete the registration process. This will be a one time login and will expire in 24 hours from the time you register. (Figure 3)



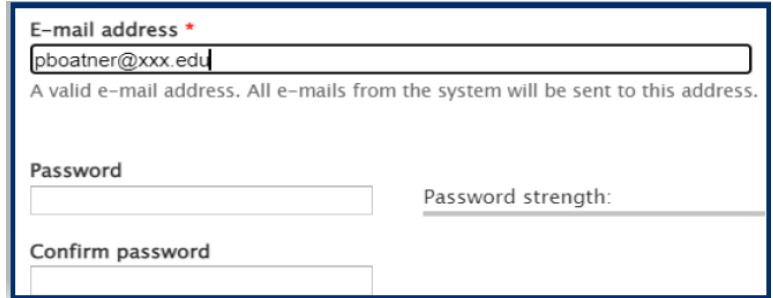
(Figure 3)

If you have questions or want more information you can e-mail **TechConnect Support** at support@ccctechconnect.org.



After you click on the **Login** button you will be directed to change your **Password** (Figure 4). It is recommended to use uppercase, lowercase, numbers, and symbols when creating your unique password.


(Figure 4)



The screenshot shows a form with three input fields. The first field is labeled "E-mail address" with a red asterisk and contains the text "pboatner@xxx.edu". Below it is a note: "A valid e-mail address. All e-mails from the system will be sent to this address." The second field is labeled "Password" and is empty. To its right is a "Password strength:" indicator. The third field is labeled "Confirm password" and is empty.

You can also upload a picture or a virtual face, however, you can do that later if you wish. (Figure 5)

(Figure 5)



The screenshot shows a section titled "PICTURE". Below the title is the text "Upload picture". There is a "Choose File" button followed by the text "No file chosen". Below this is a note: "Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down."

The time zone defaults to Pacific Standard Time. (Figure 6)

(Figure 6)



The screenshot shows a section titled "LOCALE SETTINGS". Below the title is the text "Time zone". There is a dropdown menu showing "America/Los Angeles: Thursday, March 3, 2022 - 10:28 -0800". Below this is a note: "Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone."

Click **SAVE** at the lower left of the page. (Figure 7)

(Figure 7)



The screenshot shows a checkbox that is checked, followed by the text "I agree to 3C Media Solutions Terms and Conditions" with a red asterisk.

Your changes have been saved and you are now ready to use the many services *3C Media Solutions* have to offer.