

# PACE – Monmouth Website

## Steps for Creating a Login

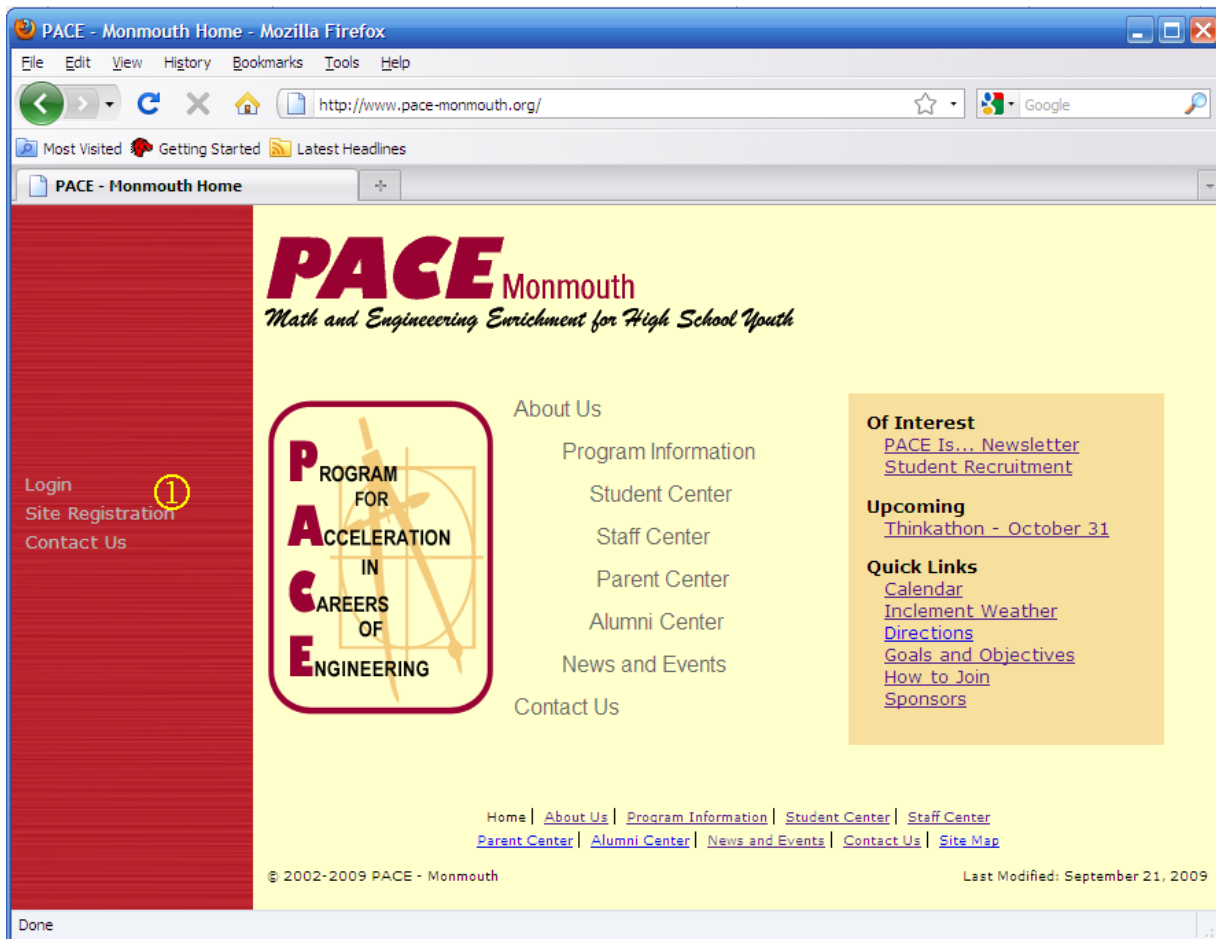
### Introduction

Access to certain pages on the PACE – Monmouth web site is restricted to members of the PACE – Monmouth community. In addition, among members of PACE – Monmouth, some pages provide information that is specific to that member. To access these pages you must have a login, which controls what you can access. Below are the steps to creating a login.

First, you will need the PIN provided to you by the site webmaster. The PIN is a six-digit number.

### Step 1

Go to the PACE – Monmouth home page: [www.pace-monmouth.org](http://www.pace-monmouth.org) and click on the Site Registration link in the menu on the left side.

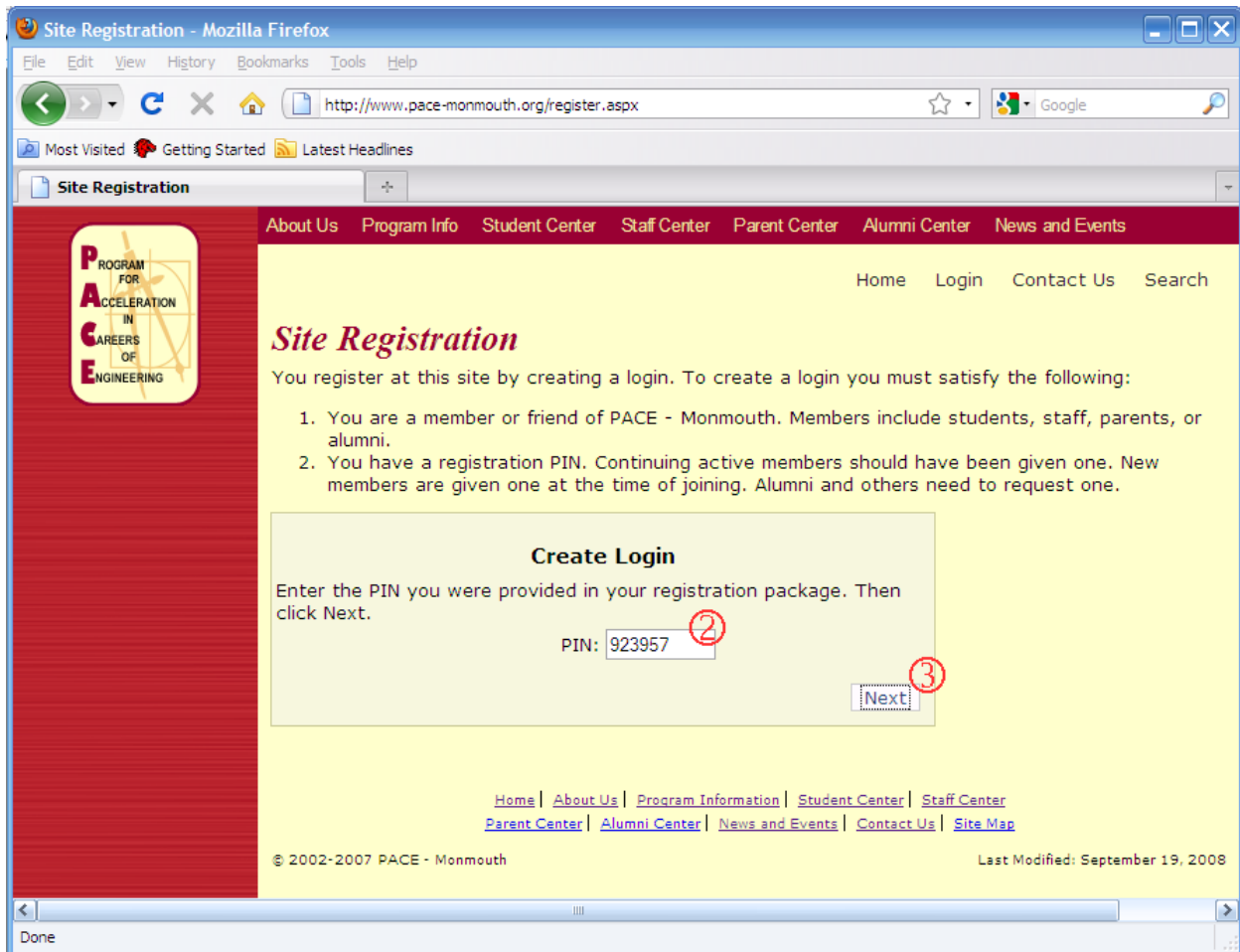


## Step 2

Type in the PIN issued to you in the PIN box. In this example the PIN is 923597. You must enter your own PIN.

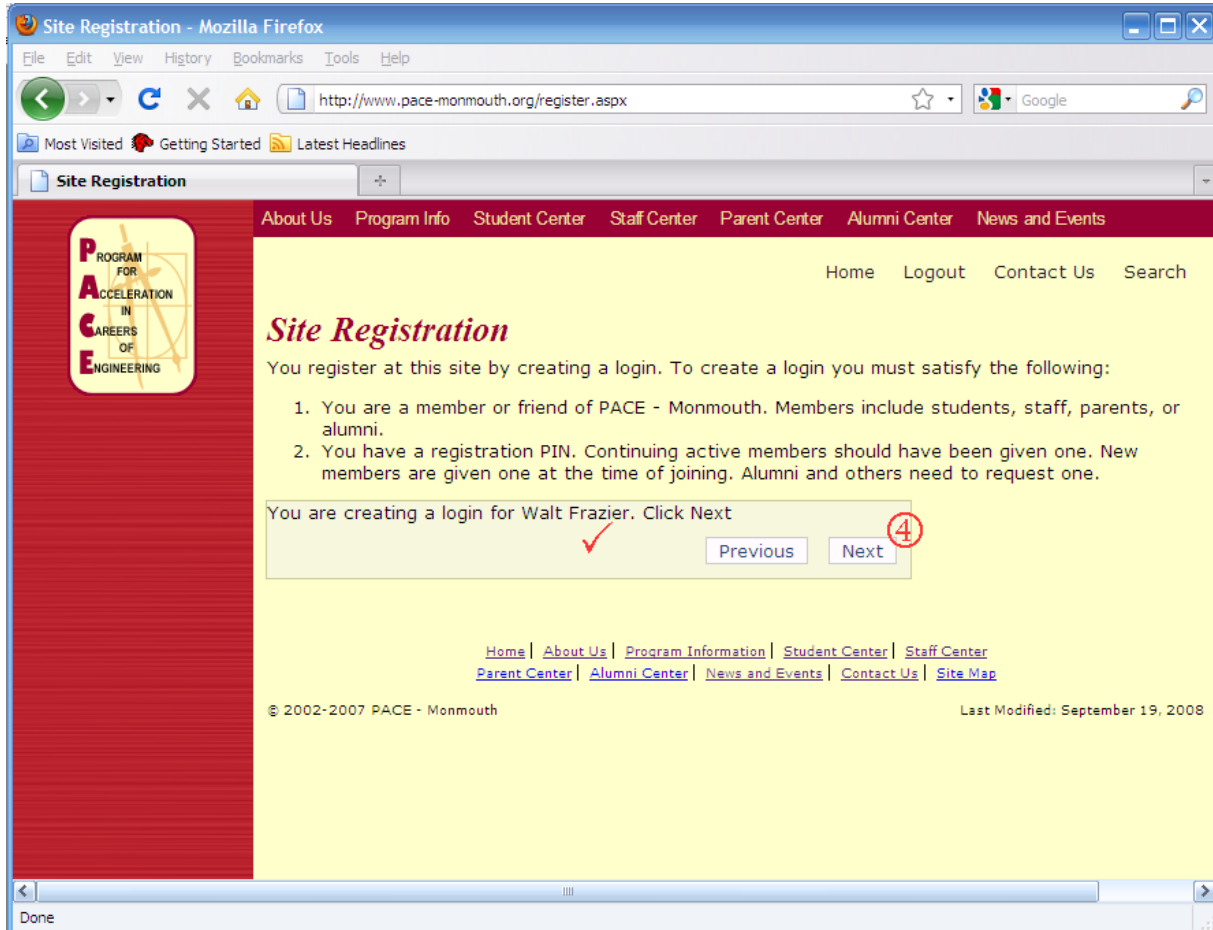
## Step 3

Click Next.



## Step 4

Check that you are creating a login for yourself. If the name indicated is not your own, click Previous and check that you have entered the PIN you were given. If you entered it correctly, contact the webmaster. If you didn't, type in the correct PIN and click Next.



## Step 5

Create a username. In the example, the student chose “nbaguard”. Enter a password that you can remember. It must be at least seven characters (letters and numbers) long. Enter an e-mail address. Make sure you enter it correctly. If you ever forget your password, a new one will be sent you at that e-mail address. Fill in a security question and the answer. This is also used if you forget your password.

When you're done, click Create Login.

The screenshot shows a Mozilla Firefox browser window displaying the 'Site Registration' page. The browser's address bar shows the URL 'http://www.pace-monmouth.org/register.aspx'. The page has a red header with navigation links: 'About Us', 'Program Info', 'Student Center', 'Staff Center', 'Parent Center', 'Alumni Center', and 'News and Events'. Below the header, there are links for 'Home', 'Logout', 'Contact Us', and 'Search'. The main content area is yellow and features the 'Site Registration' title. Below the title, there is a list of requirements for registration:

1. You are a member or friend of PACE - Monmouth. Members include students, staff, parents, or alumni.
2. You have a registration PIN. Continuing active members should have been given one. New members are given one at the time of joining. Alumni and others need to request one.

The registration form is titled 'Enter User Name and Password' and contains the following fields:

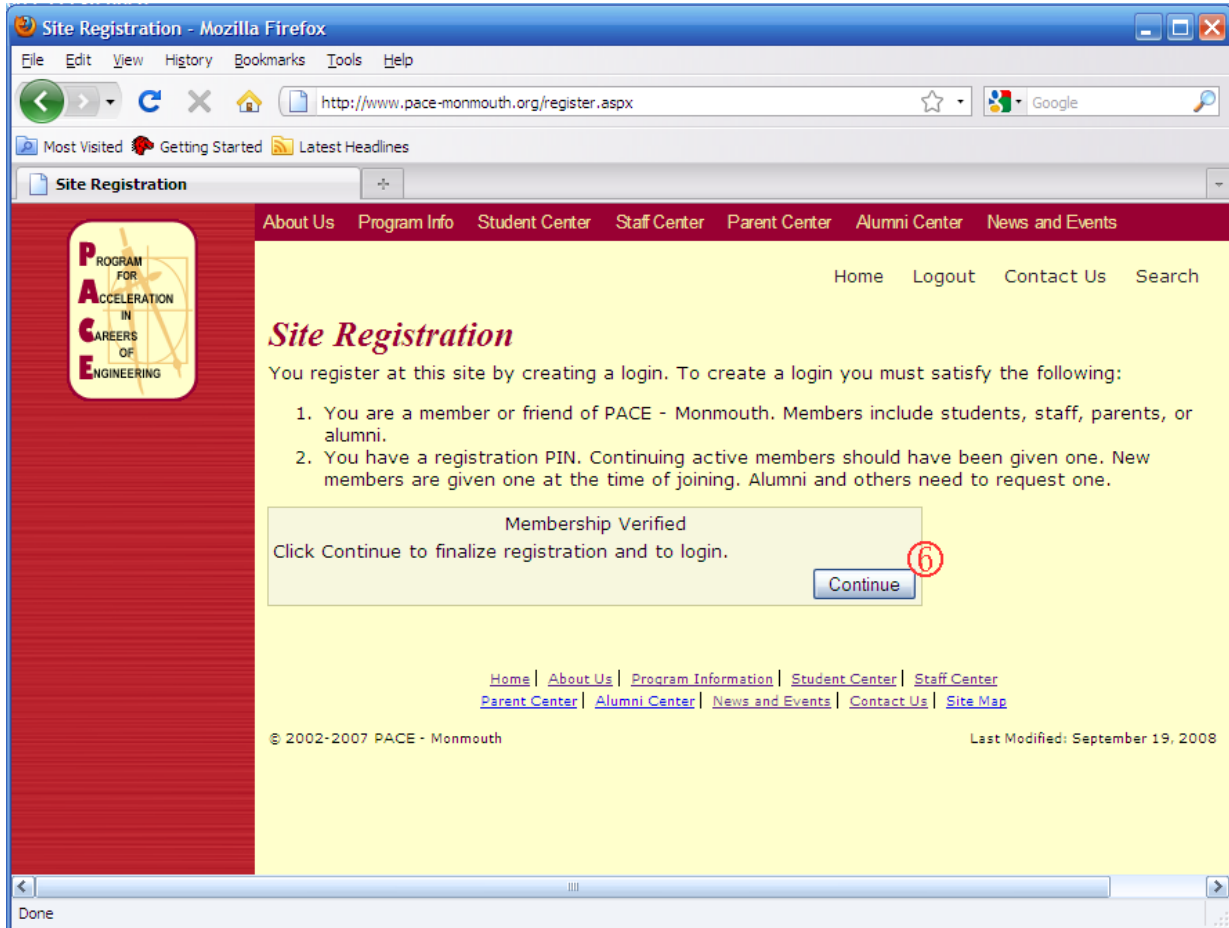
- User Name: nbaguard
- Password: [masked with 7 dots]
- Confirm Password: [masked with 7 dots]
- E-mail: walf@pace.net
- Security Question: Career average
- Security Answer: 18.7 ppg

At the bottom of the form, there are two buttons: 'Previous' and 'Create Login'. The 'Create Login' button is circled in red with the number 5. At the bottom of the page, there is a footer with copyright information: '© 2002-2007 PACE - Monmouth' and 'Last Modified: September 19, 2008'.

## Step 6

You will come to the Membership Verified page. Click Continue to finalize your registration.

You will then be taken back to the home page and will be logged in.



## Problems

If you have any problems creating a login, contact the PACE – Monmouth webmaster.