

INSTRUCTIONS FOR THE CESBA BULLETIN BOARD

Step 1 - Getting to the Forum and the Secure Login

1. Open your browser, either Internet Explorer or Netscape, and type in "<http://www.cesba.com/cgi-bin/Blah/Blah.pl>" into the address area of the browser and press the enter Key.
2. You will see the secure login box for the forum as in Fig 1. You should put the assigned username and password into the respective boxes and make sure that the "save this password in your password list" box is checked. If you check that box you will not have to enter the password and username again.
3. For future use you should make this site is added to your favourites so that you can come back to it often with ease.



Fig. 1

Step 2 - Registering as a user for the CESBA Forum

The first time that you use the forum for information exchange, you must register.

1. At the top right of the screen you will see a number of buttons. To register move the mouse cursor over the "register" button (see fig 2) and click.



Fig. 2

2. After pressing "register" a dialogue box appears allowing you to enter the necessary information for registration. (fig 3)
3. In the username box you should type your first initial and last name (all lower case with no spaces). Put in your email address into the corresponding text entry area. The next two boxes are for your password. You should choose a password that is meaningful to you so that you will not forget it. You must type the password in exactly the same for the password to be accepted.

...ss to member only areas, such as **private messaging** and the **member center** settings and profile in the **member center**.

Username:

E-Mail Address: Your e-mail address **must** be valid.

Password:

Confirm Password:

Fig. 3

3. Press the Register Button and you will be accepted as a registered user of the forum.

Step 3 Logging In

1. The first time you log in your need to put in the username and password that you chose during registration. You should choose “Forever” in the “Time to stay logged in” box. (If you choose this option then you will never have to log in again). The final setting now is “Use Cookies” and you should choose “Yes”. With these settings you will no longer have to log in manually, the system will recognize you when you return. See fig 4

Login

Username: [Register](#)

Password: [Forgot Password](#)

Time to Stay Logged in:

Use Cookies:

If you do not use cookies, you will be logged out after three hours of inactivity for security reasons. If you are on a proxy this method may not function properly.

Fig. 4

Step 4 Reading a Post

When you are logged in you, will see the forum interface. See fig 5

1. It is made up of main subject areas. (i.e. **TOPICS RE: IMPLEMENTING PLAR FOR MATURE STUDENTS, GENERAL TOPICS, CESBA COMMITTEES**)

2. Below each main subject area are the discussion forum headings, for instance, below the IMPLEMENTING PLAR FOR MATURE STUDENTS topic, there are 7 discussion areas (the top one being welcome).














TOPICS RE: IMPLEMENTING PLAR FOR MATURE STUDENTS				
	PLAR - 9 & 10 Process Discussions re: PLAR - 9 & 10 Process			Not Available
	PLAR - 11 & 12 Equivalency Discussion re: PLAR - 11 & 12 Equivalency			Not Available
	PLAR - 11 & 12 Challenge Discussion re: PLAR - 11 & 12 Challenge			Not Available
	PLAR - Funding Issues Discussion re: funding issues			Not Available
	PLAR - Resection / Rescind			

Fig. 5

3. To access the discussion under a mail topic you need to point and click that subject area. For instance you can click the Welcome subject, which was put there for demonstration and learning the forum system. see fig 6

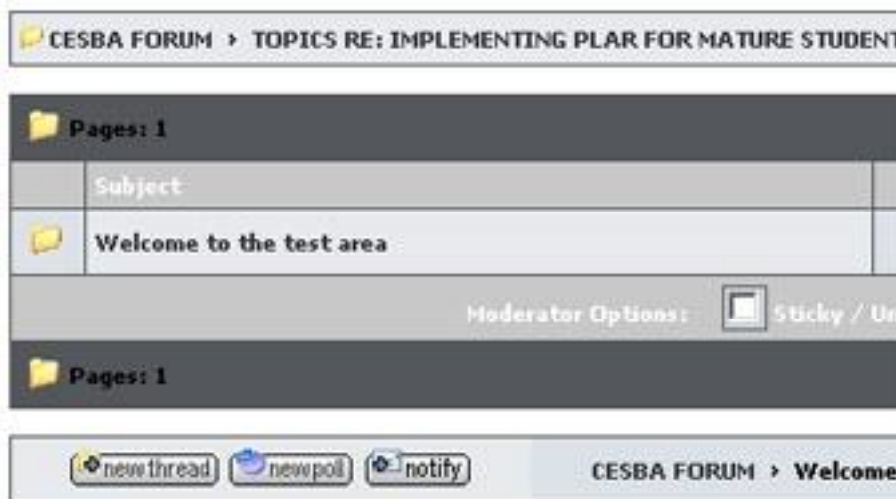


Fig. 6

4. You will now see the discussion groups under that subject. (i.e. under the main topic IMPLEMENTING PLAR FOR MATURE STUDENTS, we will see 7 subject areas, when you click the subject area “welcome” you will see the discussion groups or threads for that subject area.)
5. You would now click the Welcome to the test area discussion group and see the discussions.

Step 5 Replying to a Post

1. To reply to the post in Step 5, you will notice at the bottom of all of the previous posts will be a reply button. see fig 7.
2. When you press the “reply button” you will see the dialogue will change. (see fig 8)
3. You will type your reply message in the larger box. If you wish to attach a file you can press the browse button and find the file on your own system. Once you are happy with your reply message. (you can press review to read it and see it as it will appear in the forum area if you wish) Then you need to press the “post” button.

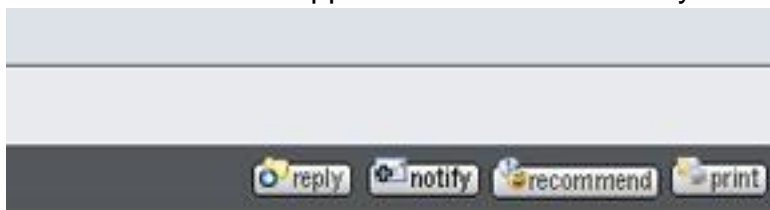


Fig. 7

Reply to 'Welcome to the test area'

Posted by: admin

Message:

Attach File:

Supported File Types: All
Maximum File Size: 2 MB

Notify of New Replies? Check this to be e-mailed each time someone replies to this topic.

Disable Smiles? Check this to disable smileys in your post (good for adding code).

Thread Summary

Posted by: admin Date Posted: Today, 5:57am

You may use this area for test posts to get used to using this forum.

Fig. 8

Step 6 Starting a New Thread

4. If you refer back in this document to fig. 6, you will see the “add new thread” button. By pressing that button, you will get a dialogue (Fig. 10) so that you can initiate a new subject under the current main heading. Just enter the new subject name and type in your message and choose a file to upload if you need to upload one.

New Thread

Message Subject:

Message Icon:

Posted by: admin

Message:

Attach File:

Supported File Types: All
Maximum File Size: 2 MB

Notify of New Replies? Check this to be e-mailed each time someone replies to this topic.

Disable Smiles? Check this to disable smileys in your post (good for adding code).

Make Post Sticky? Checking this will stick this post to the top of this board.

Fig. 9