



A. To sign up for the CAUCE Membership Forum

1. Go to: <http://cauce-forum.usask.ca> Click the word “Register” in the middle right side of the screen.

CAUCE Membership Forum
Canadian Association for University Continuing Education

Home Forum

Board index

FAQ Register Login

It is currently Wed Mar 02, 2011 5:44 pm

This board has no forums.

LOGIN • REGISTER

Username: Password: | Log me on automatically each visit

WHO IS ONLINE

In total there is 1 user online :: 0 registered, 0 hidden and 1 guest (based on users active over the past 5 minutes)
Most users ever online was 3 on Thu May 20, 2010 4:01 pm

Registered users: No registered users
Legend: Administrators, Global moderators

STATISTICS

Total posts 16 • Total topics 6 • Total members 10 • Our newest member **Susan Burgess**

Board index The team • Delete all board cookies • All times are UTC - 5 hours [DST]

2. Please read the terms of membership in the Forum on the page that follows, and if you agree, click on “I agree to these terms”.
3. Enter a username for the Forum. This username will be displayed to others in the Forum so you may want to choose your first and last name so that everyone knows who you are.
4. Enter and confirm your email address.
5. Choose a password and enter and confirm it in the boxes provided.
6. Choose your language and timezone.
7. To confirm your registration, please enter the confirmation code provided.
8. Click the Submit button.

If your registration was successful, you should see a screen that indicates your account has been created. If not, you may see an error message and need to fix something. Next, you will receive an email message from the Forum indicating that your account has been created and must be approved by an administrator before you can log on. Another email will be sent to you once your registration has been approved.

Your password has been securely stored in a database and cannot be retrieved. In the event that it is forgotten, you will be able to reset it using the email address associated with your account. You may also change your password in the User Control Panel after you have logged on.

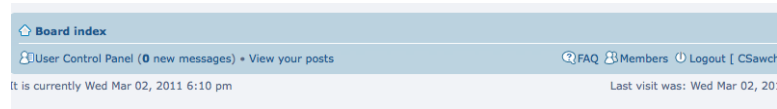
B. Logging in to the Forum

The first time that you log into the Forum you should do a couple of things:

1. Ensure that you see the Member Forum and related topic underneath of the title. If you do not, please contact the [CAUCE Secretariat](#).

MEMBER FORUM	TOPICS	POSTS	LAST POST
 CAUCE President's Blog This forum is for the president of CAUCE to initiate some broader discussions on topics of interest.	0	0	No posts
 Forum News and Updates	0	0	No posts
 Marketing & Communications	1	2	by Maureen MacDonald ☐ Sun Feb 13, 2011 5:43 pm
 Distance Education	1	5	by Coral Sawchyn ☐ Wed Feb 23, 2011 10:47 am
 CAUCE Region: Western	0	0	No posts
 CAUCE Region: Central	0	0	No posts
 CAUCE Region: Eastern	0	0	No posts
 Forum Requests If you want a new forum discussion area please leave a message here and we'll look into setting it up	0	0	No posts
 Technology and Continuing Education	0	0	No posts
 CAUCE Announcements, Inquiries & Discussions This forum is where you should post an inquiry intended for all members of CAUCE. That is, if you have something to ask or to discuss, and it's not related to a specific forum, then this is the place for you. If you would like to post an announcement for all association members, you can submit that to the CAUCE Secretariat for posting to the listserv. Moderator: Coral Sawchyn	0	0	No posts
 CAUCE Annual Conference 2011: Toronto	0	0	No posts

2. Click on the User Control Panel link on the upper left of the screen.

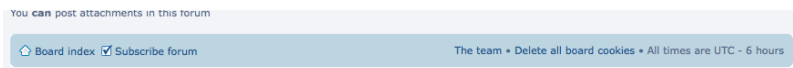


3. Click on the Profile tab. Here is where you may edit your profile, change your email address, or password, edit your signature, upload your picture or add your URL.
4. Click on the Board index link in the mid left side of the screen to take you back to the Member Forum home page.

That is it! You may now create and participate in discussions in the CAUCE Member Forum!

C. Subscribe to a Forum

If you would like to be notified each time someone posts to a particular Forum, click on the [Subscribe Forum](#) link on the bottom left of the blue menu bar after you click on that Forum heading. It may look like you are already subscribed because there is a checkmark in the box beside it—but you are not. You must click the [Subscribe Forum](#) link to activate this feature. If you want to quit receiving notifications, go back to that Forum and click [Unsubscribe Forum](#) that will be located at the same place. You can subscribe to specific topics inside of a Forum the same way.



D. If you need help

If you need some help, please click on the FAQ link at the middle right side of the screen. You may also contact the [CAUCE Secretariat](#) for assistance as well.

There are also Committee Forums for each of the CAUCE Committees. If you are a member of a CAUCE Committee, please email the [CAUCE Secretariat](#) and asked to be added to the appropriate Committee Forum.