HO-05_ Accessing the Steering Committee Work Space

- 1. Please go to <u>www.applcc.org</u> and Login
- 2. The Green Login Box is located under the banner on the top right of the screen
- 3. Enter your Username and Password

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- 4. Upon logging in, locate the Workspace Tab in the Navigation Bar at the top of the website http://www.applcc.org/workspace/
- 5. Scroll Down to the Steering Committee Work Space http://www.applcc.org/workspace/steering-committee
- 6. Once you enter the Work Space, you will find a short blurb about the Work Space, a Help link to learn more about how to add files and discussions, and a table that houses folders and pages including the Video Presentation by Deputy Secretary David Hayes: <u>http://www.applcc.org/workspace/steering-committee/video-presentation-david-hayes</u>
- 7. Other features of the Work Space include a Calendar where members can add events, a link where members can email the entire group, and a list of all members within the Work Space.

Forgot your password? If you have forgotten your password or Username, <u>we can send you a</u> <u>new one</u>.

- 8. At the login page, click on link below Forgot your password? Type in your Username and click start password reset and an email will be sent to your email address that will begin the process to reset your password
- 9. If you forgot your Username, a link is provided on the "Lost Password" page that directs the user to enter their email address to look up their Username. Then repeat step 7.

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10. If none of the above options will work for you (for example, if you forgot your user name and can't find your email address in the search tool), contact the <u>site</u> <u>administrator</u> or email Appalachian LCC Communication staff at <u>communications@applcc.org</u>.