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USER GUIDE:

E-platform for experience

exchange on WBL

DEEP IN WBL

Deepening WBL Impact & womeN empowerment

Project ID: 2018-1-ES01-KA202-050222

Co-funded by the
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Table of Contents	

Deepening WBL Impact & womeN empowerment
Project ID: 2018-1-ES01-KA202-050222

Co-funded by the
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2

1.- HOW TO REGISTER

In order to participate in the platform of exchange of experiences on WBL it is necessary to register.

STEPS:

1) Write an email to **proyectoseuropeos@camarazaragoza.com**
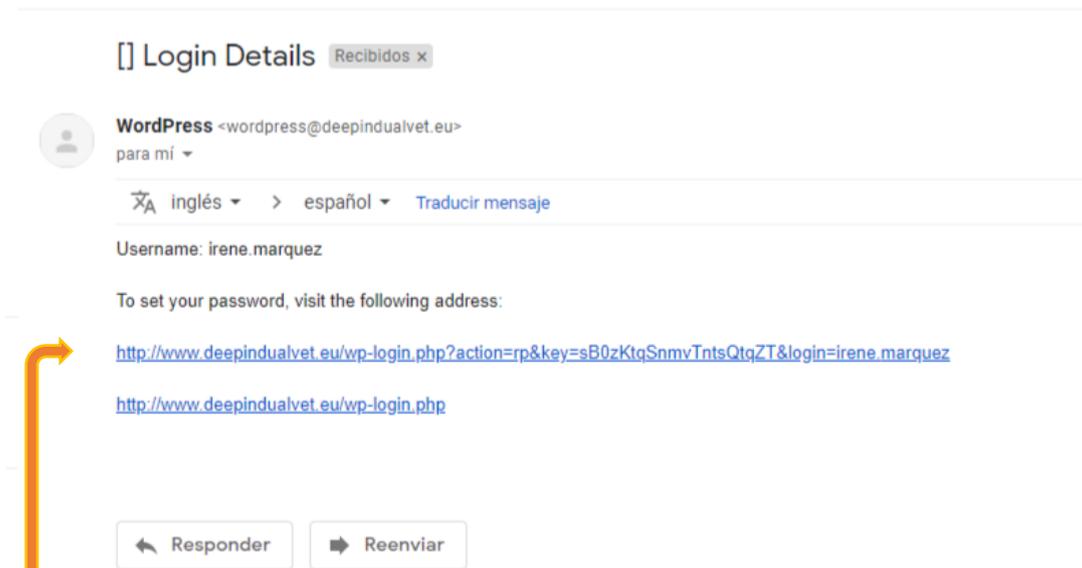
Subject: Deep in WBL electronic platform

Please, specify: Name, surname, registration email address

The technician from the Zaragoza Chamber of Commerce, the organization in charge of the management and coordination of the platform, will receive your request and will create a user for you.

2) You will receive an **email from WordPress to set your password**
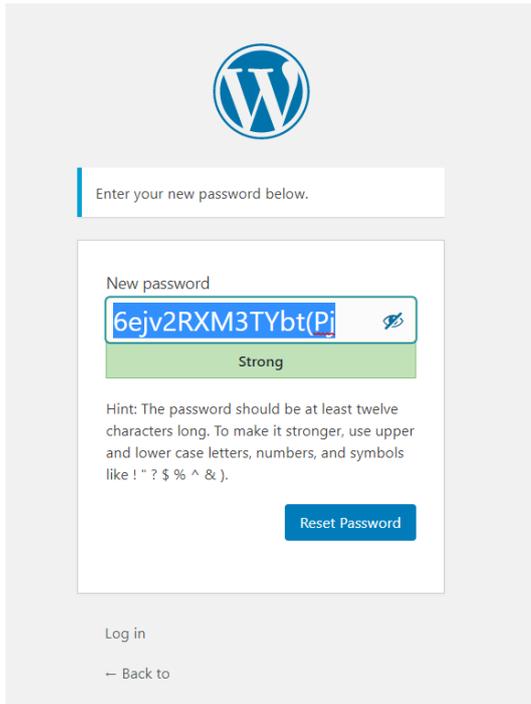
3) **Click on the first link you find in the email**

DEEP IN WBL

Deepening WBL Impact & womeN empowerment
Project ID: 2018-1-ES01-KA202-050222

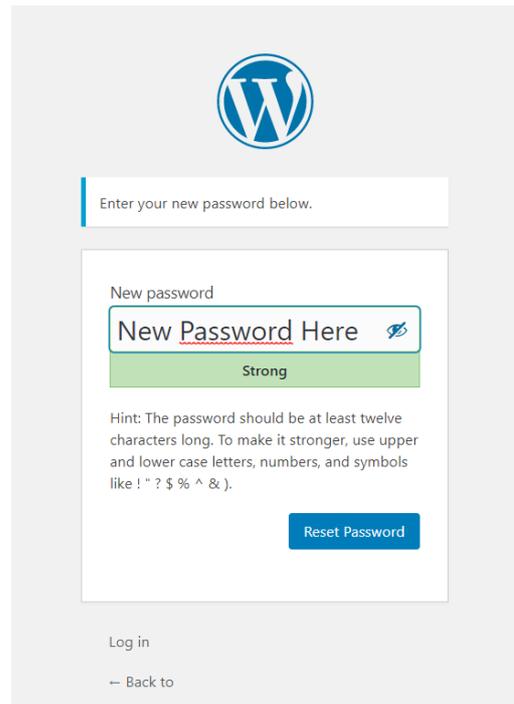Co-funded by the
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3

4) By default, **the program offers you a complex password**, however, you can **change it to make it easier to remember for you.**

Delete the password the program offers you and write there your personal password.
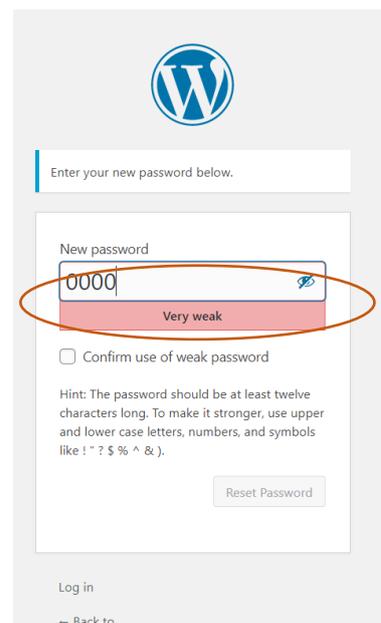
!! If your password is not safe enough, and it is considered weak or very weak, you must confirm that you want to use an unsafe password. Click on '**Confirm use of weak password'**

DEEP IN WBL

Deepening WBL Impact & womeN empowerment

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4

5) To save the new password click on: **RESET PASSWORD**

6) Click on **LOG IN** with your username (the one established and sent to you by email) and your **new password**:

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2.- HOW TO ACCESS

DIRECT ACCESS

Access through the Project website: **deepindualvet.com**

In the main menu, click on **'E-platform'**

In this page, click on the **blue link to access**: E-platform for collaboration Exchange (Private Access only)
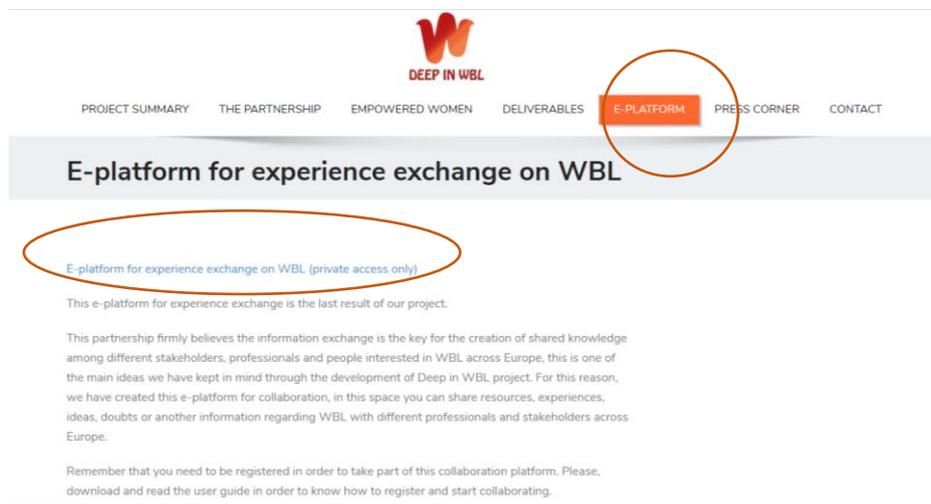
Introduce your email or username and your password, then, click on **LOG IN.**

ACCESS THROUGH THE 'DELIVERABLES' PAGE
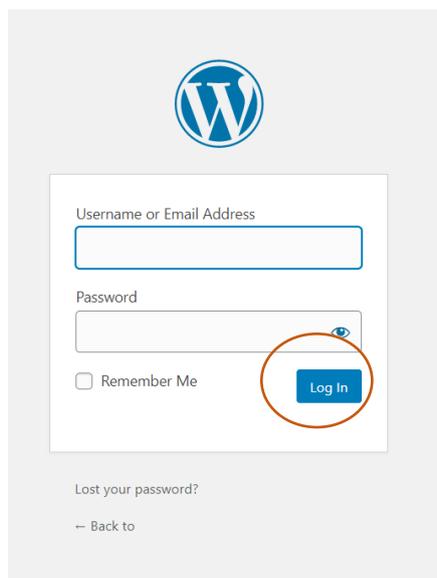
Access through the Project website: **deepindualvet.com**

In the main menu, click on **'Deliverables'**

In this page, click on the **blue link to access**: E-platform for collaboration Exchange (Private Access only)

Introduce your email or username and your password, then, click on **LOG IN.**
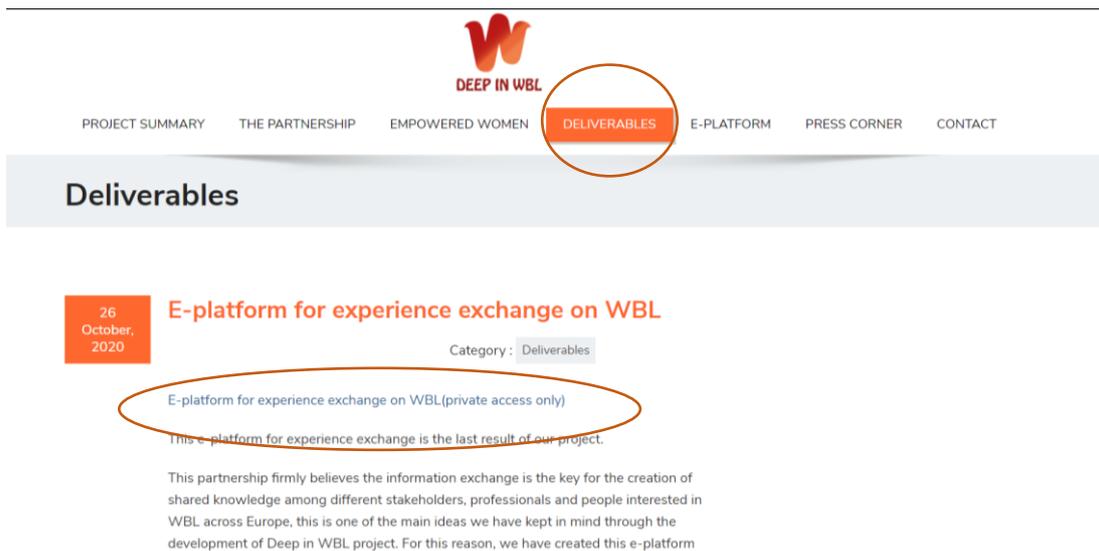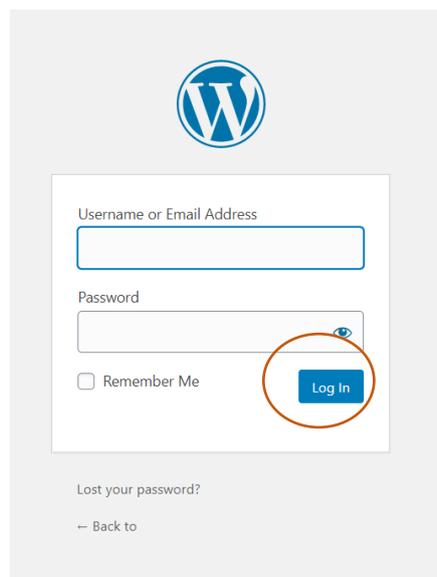
DEEP IN WBL

Deepening WBL Impact & womeN empowerment
Project ID: 2018-1-ES01-KA202-050222

Co-funded by the
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3.- PLATFORM NORMS

- ✓ In this area you can share ideas, contact partners for synergies and cooperation.

- ✓ Remember that all registered users can view the posted messages. Once you've posted, you cannot edit or remove a message.

- ✓ Be respectful of other users and of confidentiality of third parties.

- ✓ Do not post copyrighted material.

- ✓ Do not use this platform for commercial promotion.

- ✓ Compose concise messages strictly connected with the topic of this forum: Work Based Learning Systems

- ✓ If you are in doubt about a post, please contact the moderator before you submit it.

- ✓ Moderators reserve the right to shorten/edit/delete any content at any time if they feel it is inappropriate.

- ✓ The user is solely responsible for his/her opinion or the content he/she publishes, which does not necessarily have to coincide with the editorial line of The Project.

- ✓ The website reserves the right to delete the content generated in the platform without prior notice, according to these rules or if the moderator considers it appropriate

- ✓ The language of conversation must be English. However, if you want to share some information in one of the languages of the project you must indicate it at the beginning of the title with: [ES] [TR] [GR] [DE] [IT]...

Deepening WBL Impact & womeN empowerment

Project ID: 2018-1-ES01-KA202-050222

Co-funded by the
Erasmus+ Programme
of the European Union

8

4.- HOW TO USE

HOW TO LEAVE A COMMENT

1) Click "create new topic"
2) Fill in the boxes: "title topic" with the headline and "text" with your contributions.
3) SUBMIT to publish

HOW TO REPLY TO A POST

1- Double click on the topic you want to read

Click on the topic you want to open and read

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9

2- **REPLY TO**: to write your answer

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Viewing 1 post (of 1 total)

Reply To: Example topic 3

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3.- **SUBMIT** to publish your reply

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Viewing 1 post (of 1 total)

Reply To: Example topic 3

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Submit

5.- EDIT YOUR PROFILE

You can edit your profile.

In the upper-right corner you have access to your profile.

You can edit: the visual appearance, your name, your contact info…

Name

Username	mmarco	Usernames cannot be changed.
First Name	María	
Last Name	Marco	
Nickname (required)	mmarco	
Display name publicly as	María Marco ⌄	

Contact Info

Email (required)   mmarco@camarazaragoza.com

If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Website

Youtube Profile URL

Twitter Profile URL

Facebook Profile URL

Linkedin Profile URL

To save the changes, click on **UPDATE PROFILE**

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13