

How to Set-up Your Network Portal Account

The screenshot shows a checkout page for a 'Free Membership'. On the left, under 'Account Details', there are input fields for First Name, Last Name, Username, Email Address, Create Password, and Phone Number. Below these is a checkbox for 'Is this a gift?'. Under 'Payment Options', there is a 'USE PAYPAL' button and a section for 'Or Pay with Credit Card' with fields for Credit Card Number and Security Code. On the right, the 'Free Membership' section shows a 'Subtotal' of 'Free' and a 'Total' of '\$0.00'. There is a 'Coupons' section with an 'APPLY' button and a 'SUBMIT ORDER' button.

1. Fill out Form

- ◇ Create Account Details
- ◇ Only fill out the following:
 - ◇ First Name
 - ◇ Last Name
 - ◇ Username
 - ◇ Email Address
 - ◇ Password
 - ◇ Phone Number

SUBMIT ORDER

The screenshot shows a login page with the heading 'Login' and the instruction 'Enter your username and password below'. There are input fields for 'Username' and 'Password', followed by a 'LOGIN' button. Below the button is a 'Remember me' checkbox and a 'Forgot Password' link.

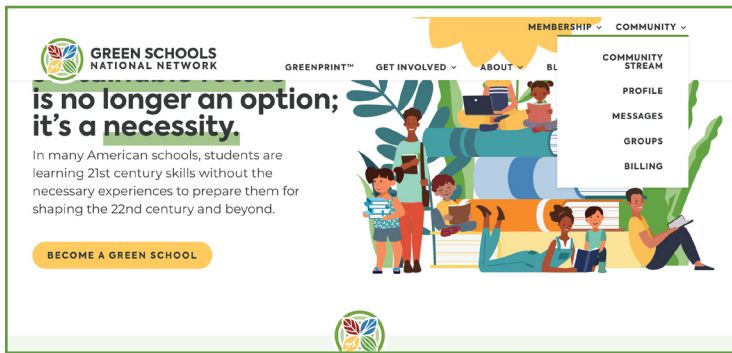
2. Once your account is created, login.

LOGIN

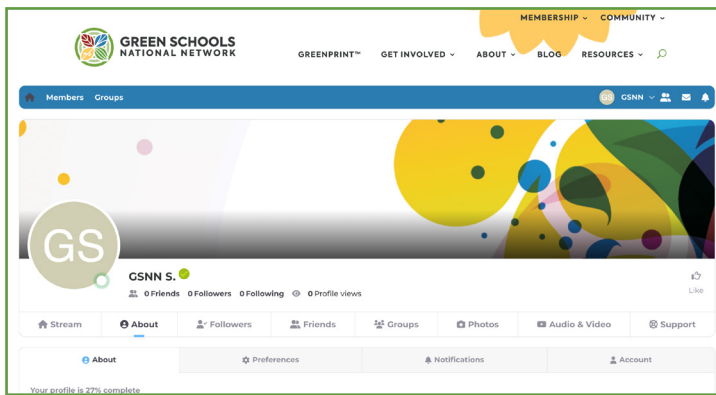
The screenshot shows the homepage of the Green Schools National Network. The header includes the logo and navigation links for 'MEMBERSHIP' and 'COMMUNITY'. The main content area features the headline 'is no longer an option; it's a necessity.' and a sub-headline 'In many American schools, students are learning 21st century skills without the necessary experiences to prepare them for shaping the 22nd century and beyond.' Below this is a 'BECOME A GREEN SCHOOL' button. The right side of the page has a 'COMMUNITY STREAM' menu with links for 'PROFILE', 'MESSAGES', 'GROUPS', and 'BILLING'. The background features an illustration of diverse students and a teacher.

3. Once you login, a new menu appears

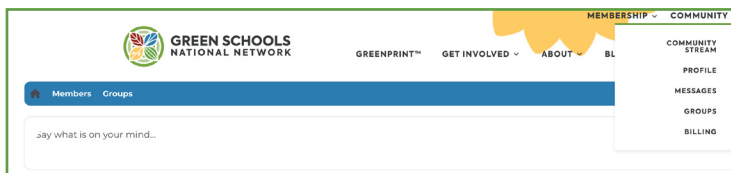




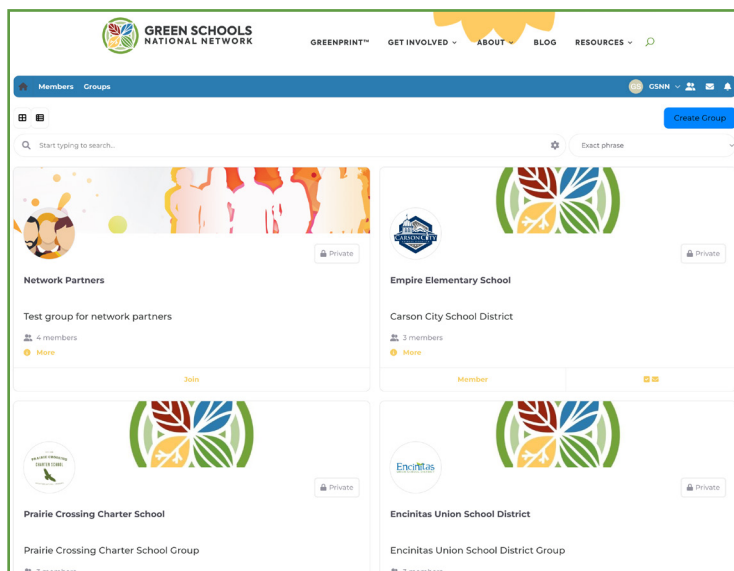
4. Navigate to “Profile” to setup your profile



5. Complete your About section



6. Once your profile is setup, Navigate to “Groups” and join your group



7. You can search for your group using the search bar

