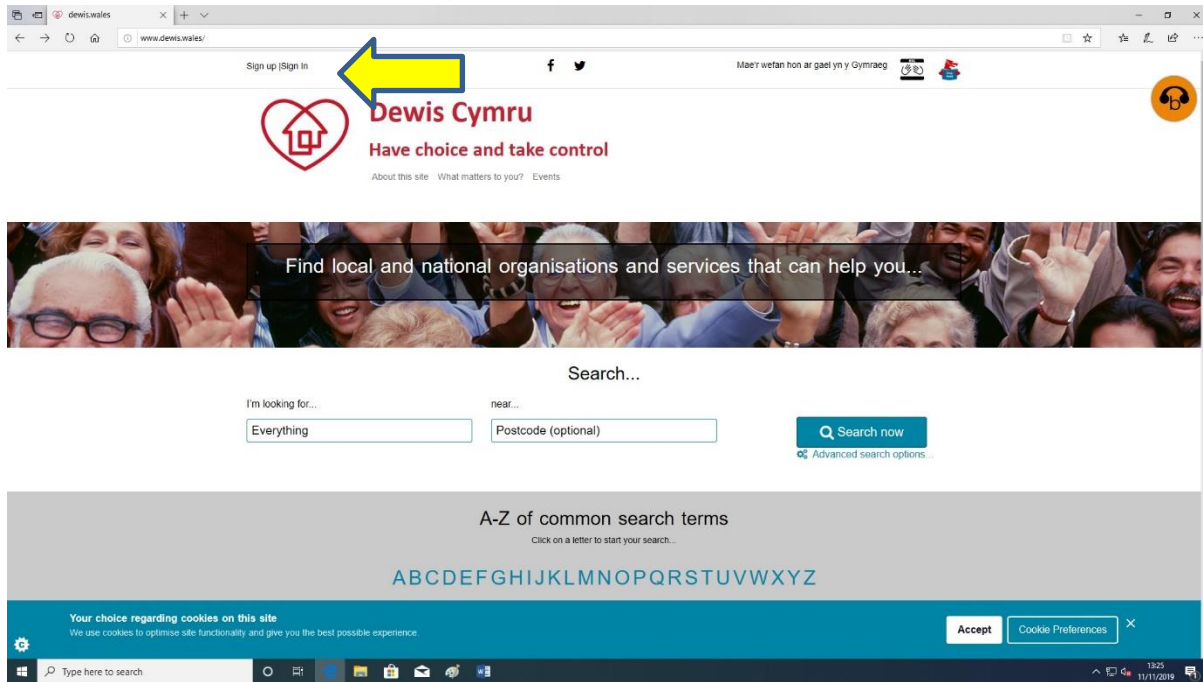


How to register with Dewis Cymru so you can add or edit your resources

1. Go to www.dewis.wales to access the home page and find the sign up button in the top left corner (shown with the yellow arrow below). Click the Sign In button to navigate to the 'Create a New Account' page.

Dewis Cymru: Home page



2. A new screen will appear as shown below. All of the items that say "required" next to them must be completed.

Dewis Cymru: Create a new account page

The screenshot shows the 'Create a new account' page on the Dewis Cymru website. The page title is 'Create a new account'. Below the title is a paragraph of text explaining the purpose of the account and the information provided. A note indicates that asterisks (*) denote required fields. The form contains the following fields:

- Display Name* (required)
- Email* (required)
- Re-enter your email* (required)
- Password* (required)
- Re-enter your password* (required)
- First Name* (required)
- Last Name* (required)
- Local Authority (dropdown menu, currently set to 'Blaenau Gwent')
- Subscribe to the newsletter: Dewis Newsletter
- I'm not a robot (checkbox)

An orange arrow points to the 'I'm not a robot' checkbox. At the bottom right of the form is a 'Create Account' button.

Newsletter Subscription: If you want to receive information on changes that have taken place on Dewis Cymru then register to receive the newsletter by ensuring there is a tick in the box, identified by the orange arrow above. If you do not want to receive the newsletter then click on the box to remove the tick.

Display name: This will be your username when you log into the site; please use your name or your first name initial and surname.

Email: This is the email address that you want the site to use to communicate with you. You must enter it twice once under Email and once under 'Re-enter your email' in the field below. The site will verify this email during registration*.

Password: Minimum of 7 characters long with at least one capital letter and one 'non-letter/number' symbol. The password must be confirmed identically in the 'Re-enter your password' box below.

First name & last name: Your name as the responsible person.

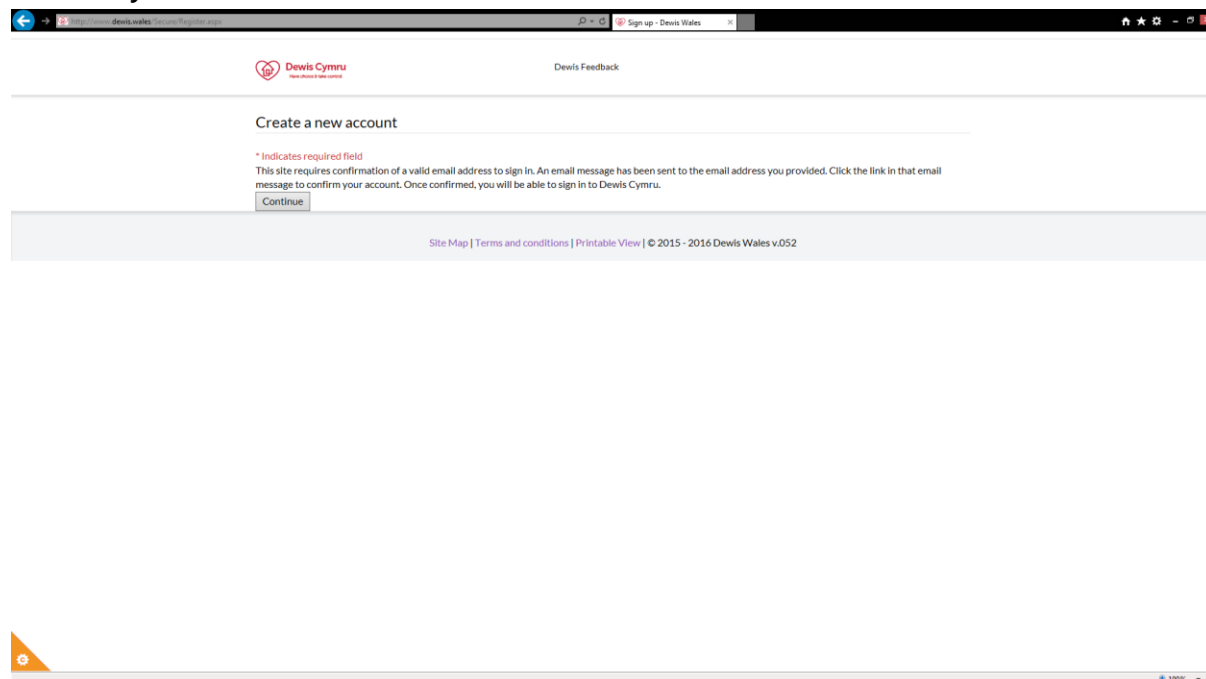
Local Authority: Which County you are based in? If you provide a regional or national resource it is ok to leave this blank ('please select')

Enter the code: Click the "I am not a robot box" at the bottom of the screen and follow the instructions. This is to ensure that the registration is not being generated automatically by a computer.

Then click on 'Create Account' on the bottom of the page.

The following screen will then appear:

Dewis Cymru: Create a new account all entries entered



Close the page as you need to verify your email* before you are able to upload any resources.

*Email verification

A confirmation email is then sent to the email address entered on the form above. You should see it in your inbox or in your spam folder. It says the following:

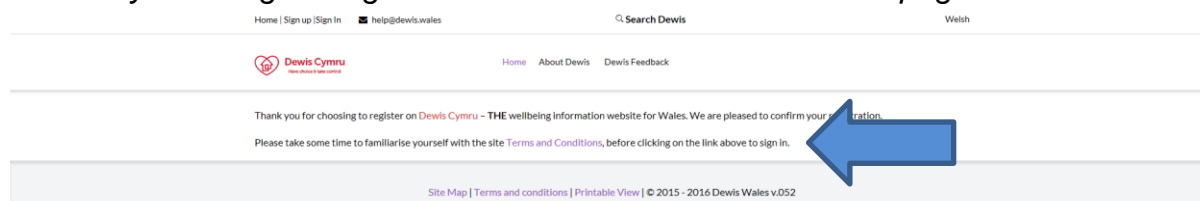
“Thank you for registering with Dewis Wales!

Please confirm your registration by clicking the link below to unlock your account.

This is to prevent other people from registering with your email address.”

Click on the link that is provided, this will open a new window in your browser as shown below. This includes a link to the Terms and Conditions for Dewis Cymru (blue arrow).

Dewis Cymru: Registering an account verification confirmation page



You are now registered and do not need to register again.

All images correct as of December 2019.

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