



# Getting Started with 247Toolset

Creating a Profile



Note:

You will see 247Toolset's graphics to demonstrate the Creating a Profile process, but the steps are exactly the same for every portal.



# Creating a Profile



Click "Join" in the set of tabs on the home page (wording may vary according to portal's purpose)



# Creating a Profile

A screenshot of the 24/7 Toolset website's 'Join' page. The page has a yellow header with the 24/7 Toolset logo and the tagline 'DISCOVER. CONNECT. ENGAGE.'. Below the header is a navigation bar with buttons for 'Home Page', 'Join', 'Calendar', 'Newsletter', and 'Contact'. The main content area contains a text block: 'This is your opportunity to get a first-hand look at how 247Toolset works. When you create a profile, we'll ask for your contact information and a bit of information about you.' Below this text is a checkbox labeled 'I'd like to be contacted by 247Toolset.' which is checked. A 'Continue...' button is located below the checkbox. At the bottom of the page, there is a link for '247Toolset Home Page'.

Signal your agreement by checking the box and then click "Continue..."



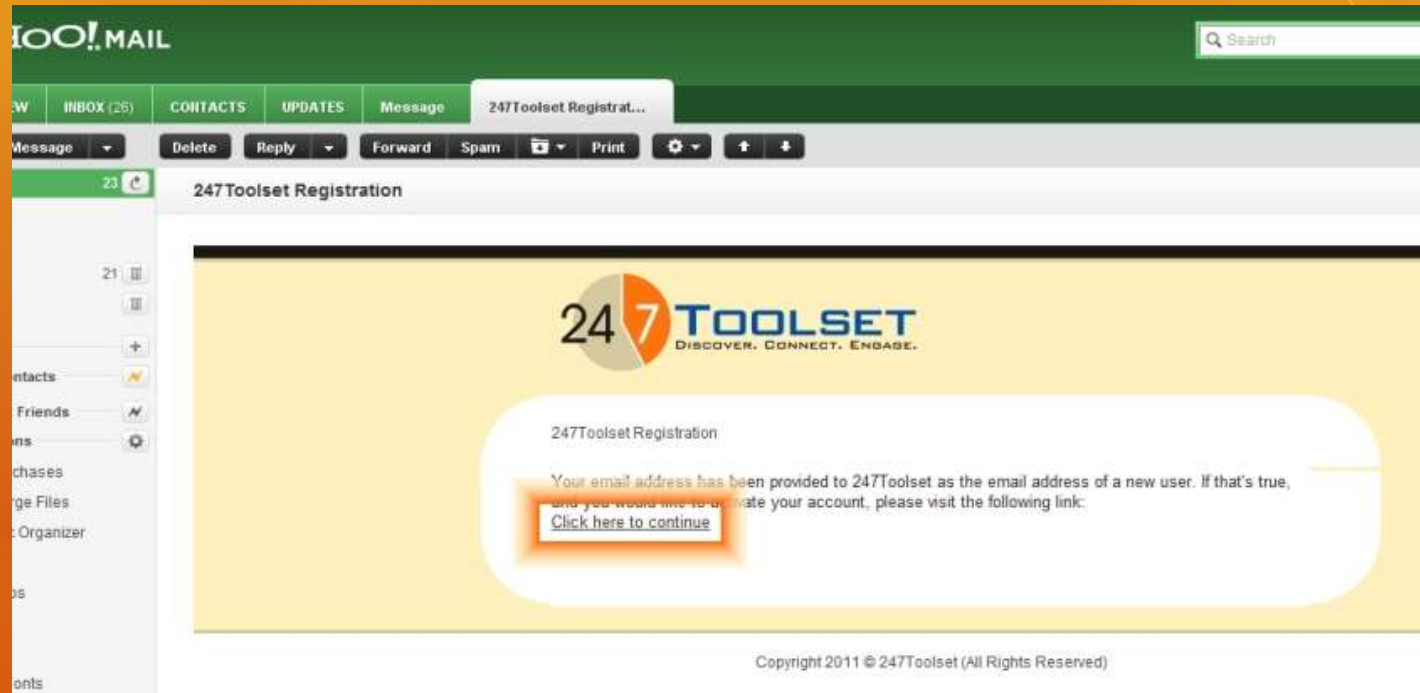
# Creating a Profile

A screenshot of the 24/7 TOOLSET website's 'Create Profile' page. The page has a yellow header with the 24/7 TOOLSET logo and the tagline 'DISCOVER. CONNECT. ENGAGE.'. Below the header is a navigation bar with buttons for 'Home Page', 'Join', 'Calendar', 'Newsletter', and 'Contact'. A privacy policy notice states: 'Our privacy policy is simple: your personal information will never be revealed to anyone.' Below this is a red-bordered box containing the registration form. The form includes fields for Username, Create a Password, Re-enter Password, Email Address, First Name, Last Name, Cell Phone (optional), and Zip/Postal Code, along with a Submit button. A red-bordered box highlights the form fields. At the bottom of the page, there is a link for '24/7Toolset Home Page'.

Complete the information and click "Submit"



# Creating a Profile



You'll receive an email that prompts you to click a link, as above. Doing this will validate your email address and allow you to proceed in creating your profile.





# Creating a Profile

The screenshot shows the 'My Profile' page on the 24/7 TOOLSET website. The page has a yellow header with the logo and the text 'Hi Fred! - My Profile (Logout)'. Below the header, there are three tabs: 'My Profile', 'Dashboard', and 'Settings'. The 'My Profile' tab is active. Below the tabs, there is a message: 'Please use the tabs below to complete your profile.' There are two rows of sub-tabs. The first row has '4. Attributes', '5. Picture of Me', and '6. References'. The second row has 'Overview', '1. Contact', '2. About Me', and '3. Résumé'. Below the sub-tabs, there is a message: 'Thanks for signing up! Please complete your contact information, provide a brief description of yourself, and fill out a quick inventory of your skills and background and resources to let us know how you're willing to help. Rest assured that this information will never be shared with anyone. This process should only take a few minutes of your time - all to help you maximize your potential to make a difference! Feel free to save any progress you've made and come back again later, if you can't do it all right now.' At the bottom left, there is a list of checkboxes with labels: '1: Contact', '2: About Me', '3: Résumé', '4: Attributes', '5. Picture of Me', and 'References (optional)'. The '1: Contact' checkbox is highlighted with a red border. At the bottom right, there is a link: 'Click here to Logout'.

Once you enter the **My Profile** module on the web site, you'll be prompted to complete your profile, which only takes about 10 minutes and helps you participate in the ways you select.