

National Center to Reframe Aging's Connect Tutorial: Account Creation

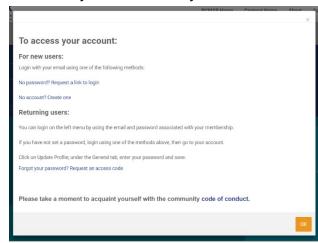
Introduction

Welcome to <u>NCRA Connect</u>, the new online platform for RCMAR community members to ask questions, collaborate across centers, and share exciting new opportunities with each other.

To find the rest of the tutorials, go to the "Help" tab at the top of the NCRA Connect homepage or click <u>here</u>.

How to Create your Account

1. When you open NCRA Connect for the first time, a popup will appear on the screen, providing information on how you can access your account.



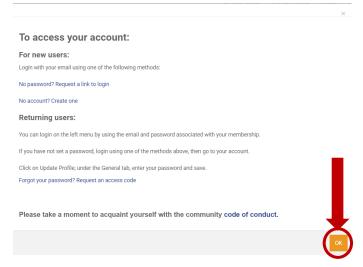


2. Under "To access your account" you will see the option "No account? Create one"

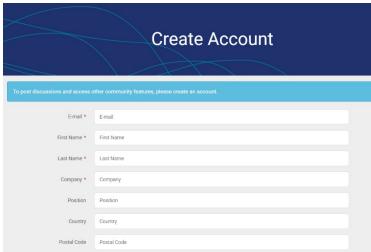
To access your account:

For new users: Login with your email using one of the following methods: No password? Request a link to login No account? Create one

- a. Click the link
- b. Once you click the link, close out of the popup by clicking "Ok" at the bottom of the popup to access the create account page.



c. The information in these fields will help others on the platform to identify and contact you, please take your time to complete each field.

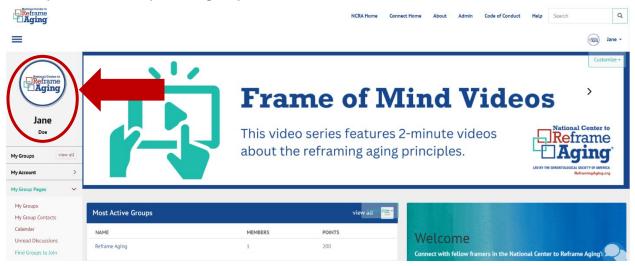




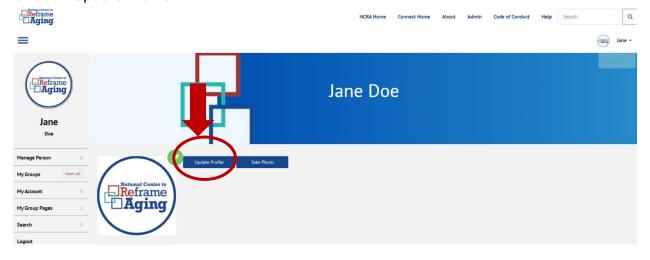
- 3. When you have completed the form with your information, click the "Create Account".
- 4. You should receive an email shortly that says that you need to wait for an administrator to approve your account. Please expect an approval between 1-2 business days. Once you are approved, you will be able to post in any of the groups that you join.

How to Update Your Password

1. Go to your account by clicking on your account on the left.

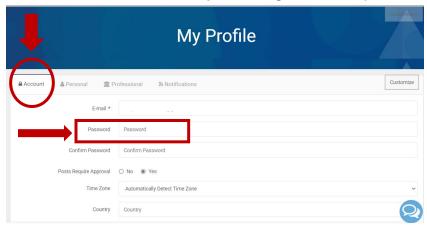


2. Click on Update Profile





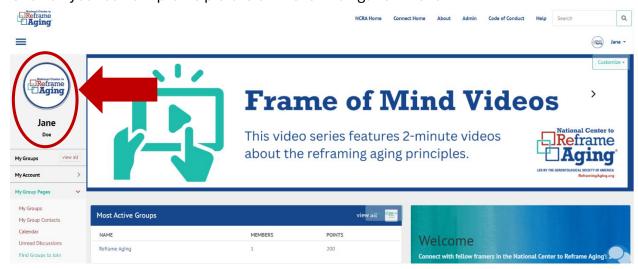
3. Under the Account tab, you will see an option to enter your password. Once you enter your password and confirm it again, scroll down to the bottom of the page to find the button "Save". Click this to save your changes and new password.



4. By changing your password, you no longer need to have an access code to log into the account. Next time, when you log in, you will be able to enter your password directly.

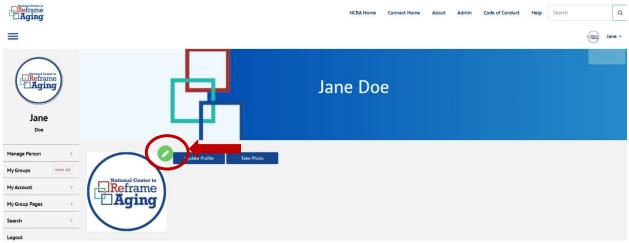
How to Update Your Profile Picture

1. Click on your current profile picture on the left navigation menu.





2. Click the green pencil on top right corner of your current picture.



3. Select "Choose File" to find your new picture. When you find the correct picture, click "Upload".



- 4. If your picture is the incorrect size, you can crop it by zooming in and out using the bar below your new profile picture or by dragging the crop region as desired.
- 5. Click "Crop" when you are satisfied with your image. If you do not want to crop your image, click "No Thanks" to skip this step.

If you have any further questions, check out the help tab or feel free to email us at reframingaging@geron.org.