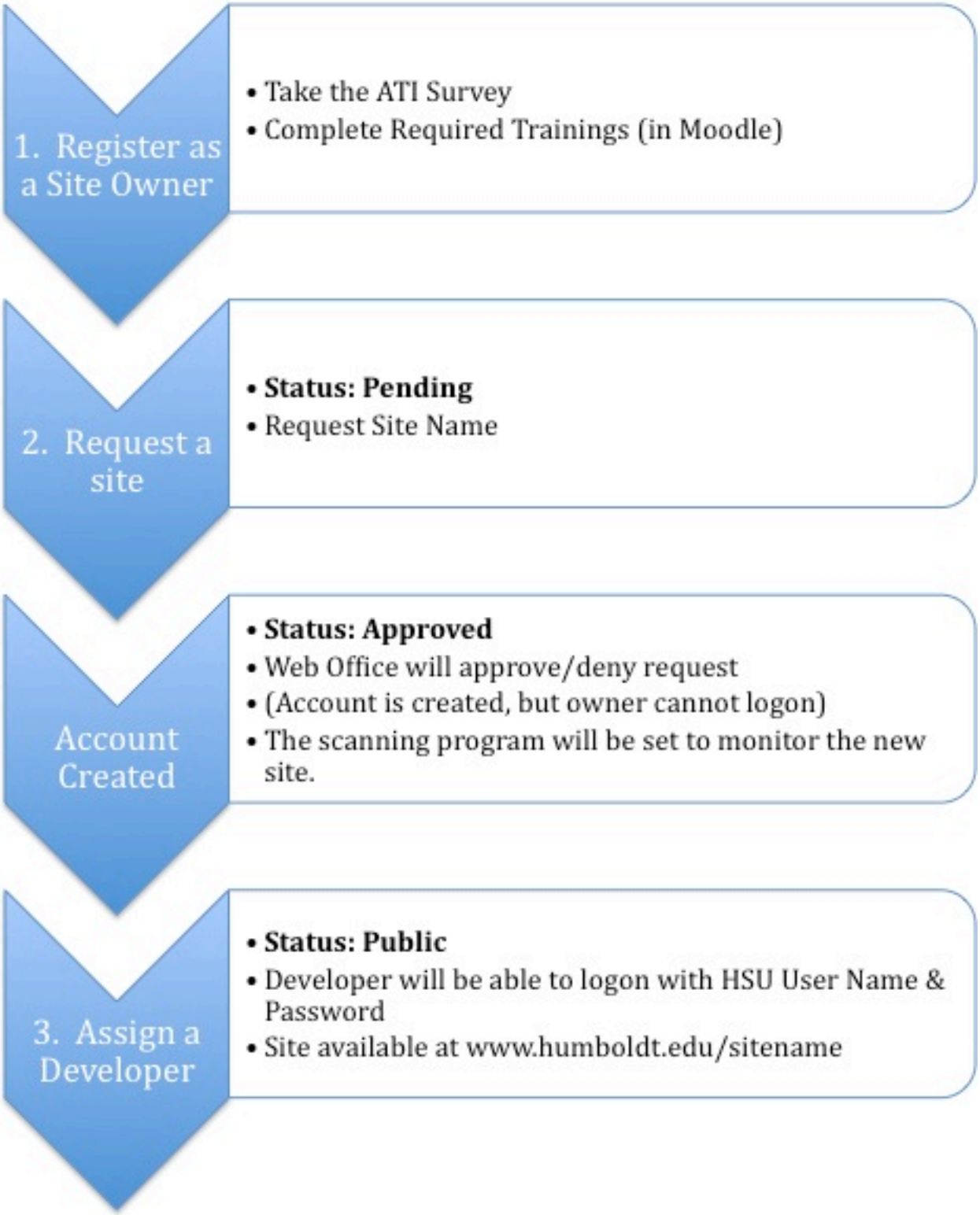
Web :: Getting an Account on Central Web

To get an account on the Central Web [1] Server, complete these steps (instructions below).

1. Register as a Site Owner
2. Take the ATI Training Survey
3. Complete Required Training
4. Request a Departmental or Official site
5. Assign a Developer

See Also: Using Your Account [2]

This flow-chart summarizes the steps to be taken. Step-by-step instructions follow.



1. Register as a Site Owner

To be a site owner, you need to take the ATI Training Survey (4 questions) and complete any required training [3] (at a minimum, ATI Area 1).

1. Login to Account Center (formerly known as WebReg) [4]
2. Click the "Account Tools" tab
3. Click “Manage Other Accounts”
4. Click “Request A Web Site”
5. Click "Take the ATI Training Survey", answering 4 questions.

Upon completion of the ATI survey, you will be added to the appropriate ATI courses in Moodle [5]. These courses may take up to one hour to appear in your Moodle course list.

Track your ATI Training Progress

You will need to complete each of the required trainings before you will be approved as a site owner. You can track your progress:

1. Login to Account Center (formerly known as WebReg) [4]
2. Click the "Account Tools" tab
3. Click “Manage Your Other Accounts”
4. Click “Request A Web Site”
5. Click "Complete Required ATI Training Modules"

For detailed information about these courses, see ATI Compliance [3].

2. Request a Departmental or Official Site

Use this tool to select your site name. The address for the site (when it's made public) will be www.humboldt.edu/sitename [6]. Feel free to pick a "nice" name for your site, such as www.humboldt.edu/cryptology [7] instead of www.humboldt.edu/crpt_dept.

1. Login to Account Center (formerly known as WebReg) [4]
2. Click the "Account Tools" tab
3. Click “Manage Your Other Accounts”
4. Click “Request A Web Site”
5. Click "Request a Site"
6. Follow the on-screen instructions to request a site.

The Web Office will approve your site, and you will be notified when your request has been processed. If you want to be able to login and change content on your site, you must follow the steps below and assign yourself as a developer. You can also assign other registered developers to work on your site.

You can check your site status by clicking "Select a Site" under Account Tools > Manage Other Accounts > Manage Web Accounts in Account Center. (You'll see the status next to the site name).

3. Assign a Developer

While the above steps will establish your account, only a registered and ATI trained developer will be able to login to it. You must assign each developer whom you want to have work on your site. You must wait to do this step until after your site has been approved.

1. Login to Account Center (formerly known as WebReg) [4]

2. Click the "Account Tools" tab
3. Click “Manage Your Other Accounts”
4. Click “Request A Web Site”
5. Click "Assign a Developer"
6. Follow the on-screen instructions to search for and assign a developer.
7. If your developer isn't listed, they likely have not registered or completed the training.
8. You can invite a person to become a developer by using the "Invite" button, which is available after you do a search.

Related Topics

Central Web [8]

Source URL: http://www.humboldt.edu/its/web-central-activate

Links:
[1] http://www.humboldt.edu/its/glossary/5#term211
[2] http://www.humboldt.edu/its/web-central-publishing
[3] http://www.humboldt.edu/its/accessibility-training
[4] http://accountcenter.humboldt.edu/
[5] https://learn.humboldt.edu
[6] http://www.humboldt.edu/sitename
[7] http://www.humboldt.edu/cryptology
[8] http://www.humboldt.edu/its/category/quicklinks/central-web