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GUIDE

-for the e-platform-

**Instructions on how to
register/sign up & login**

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Step 1 – Press on the ‘Login/Register’ option at the top right side of the screen

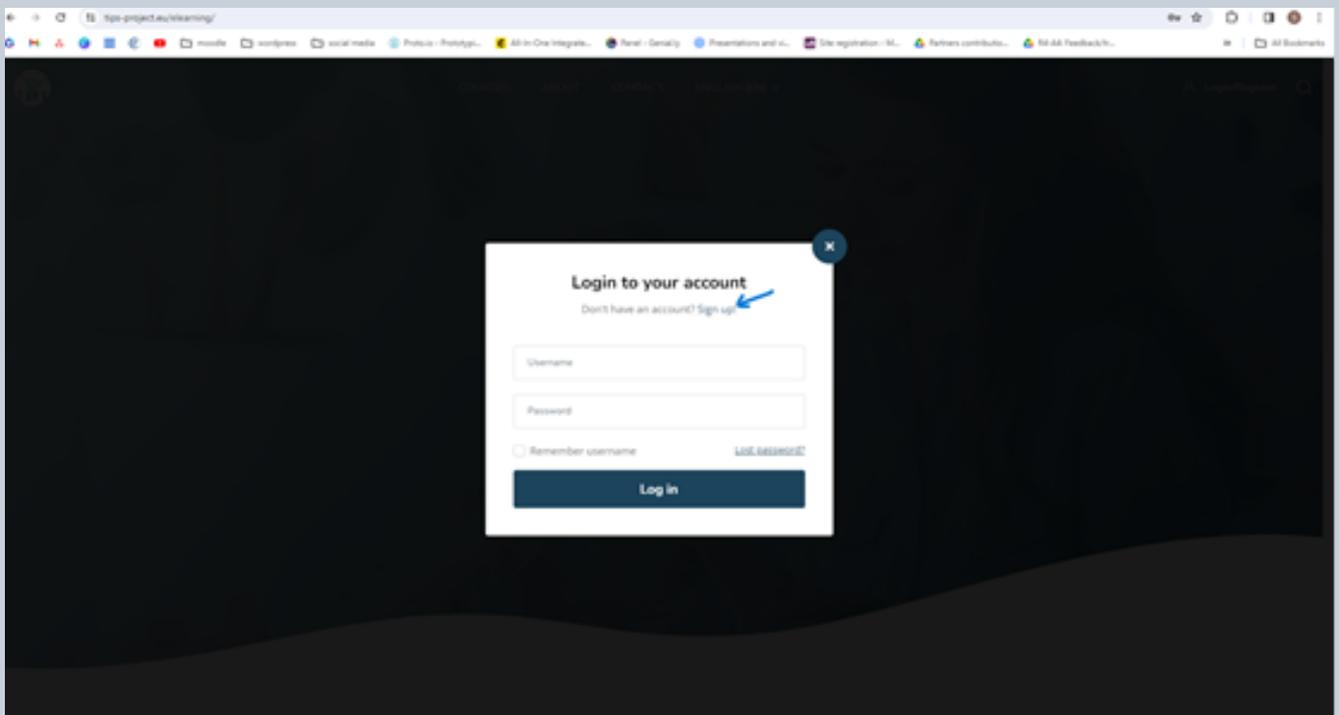




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Step 2- from 'login to your account' box, press on the
'Sign up!' option.





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Step 3- Fill in the table with all the mandatory information

The screenshot shows a web browser window with the URL `tips-project.eu/learning/login/signup.php`. The page features the TIPS logo at the top center. Below the logo is a white registration form titled "New account" with a link "Have an account? Login". The form contains the following fields:

- Username: A text input field with a red error icon.
- Password: A text input field with a red error icon. Below it is a password strength indicator: "The password must have at least 8 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter, at least 1 special character(s) such as '!@#\$%^&*".
- Repeat Password: A text input field with a red error icon.
- Email address: A text input field with a red error icon.
- Organization: A text input field with a red error icon.
- First name: A text input field with a red error icon.
- Last name: A text input field with a red error icon.
- Country: A dropdown menu.

Tips: Username must use only lowercase letters



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Step 4- Confirm the email – You will receive an email to your personal email

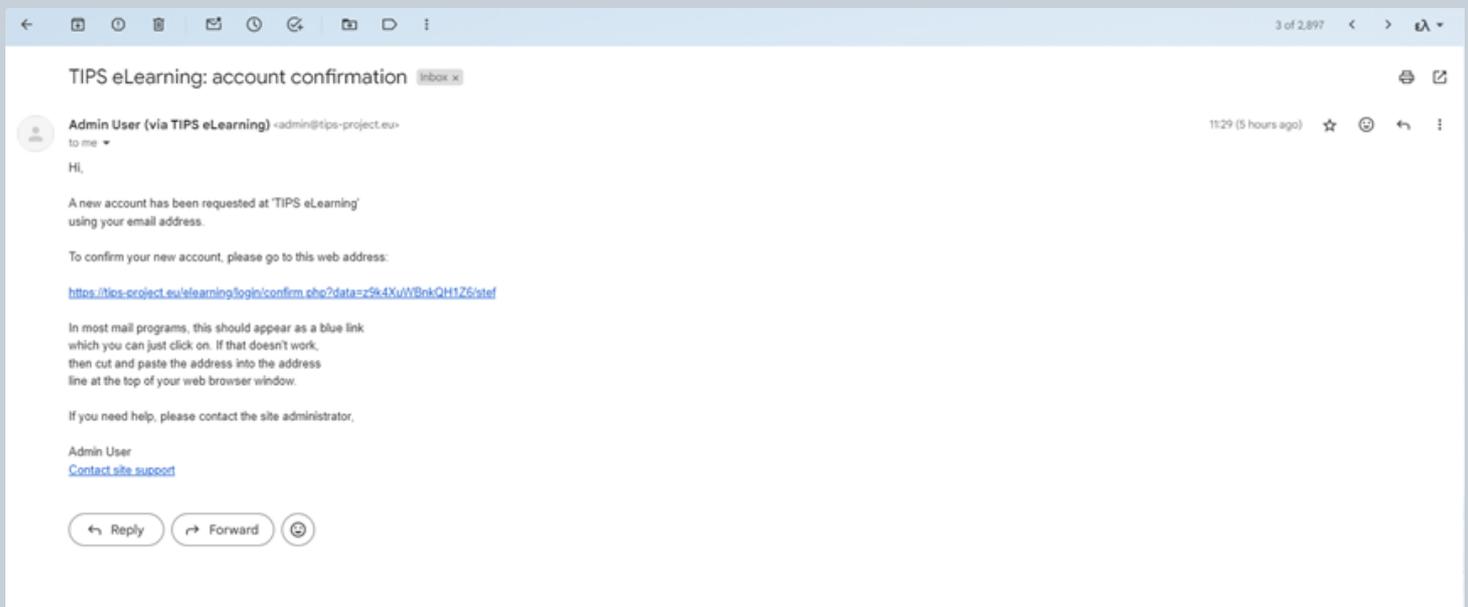
The screenshot shows a web browser window displaying the TIPS Elearning website. The browser's address bar shows the URL `tips-project.eu/elearning/login/signup.php`. The website's header includes a navigation menu with links for COURSES, ABOUT, CONTACT, and ENGLISH (EN), along with a search icon and a login/register link. The main content area features the TIPS Elearning logo and a breadcrumb trail: Home / Confirm Yo... Below this, a message states: "An email should have been sent to your address at dimitris.kioupidis@gmail.com. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator." A "Continue" button is positioned below the message. The footer contains the European Union logo and text: "Co-funded by the European Programme of the European Union" and "Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them."



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Step 5- Click on the link for confirmation



Tips: Sometime you might need to check your spam box



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Step 6-

After following the link you should be logged in already.

Step 7-

In order to login again, you need to follow step 1 and step 2, and choose 'login' using your username and password.