



NDI NORTHERN DIMENSION  
INSTITUTE

# Introduction for Registering to the NDI Expert Pool

North is creative  
North is creative

Dear NDI partners,

We have opened the NDI website under the www domain: [www.ndiinstitute.org](http://www.ndiinstitute.org). You have a possibility to register as an expert to the NDI Expert Pool. Here is a short ABC for registering. If you have some problems, please contact: [paivi.iskanius@oulu.fi](mailto:paivi.iskanius@oulu.fi).

Have a nice learning times!

Katja

# First step: Open a registration form

Open the www page: [www.ndinstitute.org](http://www.ndinstitute.org).

➤ The main page is opened.

On the upper right corner of the NDI www page you can find an access to the registration form 'Register'.

Click the button and the user account form is opened.

# Second step: Create user account

Fill in the form:

- Username: *Your last name* (is recommended)
- E-mail address: *your email address*
- First Name: *Your first name*
- Last Name: *Your last name*
- Affiliation: *Your position and organisation*
- Website: *Your organisation's www -address*
- Core competence/Research interests: *What they are*
- Additional Information: *If you like*

If you don't want others to view your information, cross (X) to the box before clicking the 'create a new account' button.

# Third step: Automatic confirmation mail

In few minutes, you will get a confirmation email to your email address.

- Username
- Password

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Lähetäjä: northchall@www24.zoner.fi puolesta: janne.kuntola@avania.fi  
Lähetetty: to 5/6/2010 14:59  
Vastaanottaja: Tiina Jauhiainen  
Aihe: Account details for Jauhiainen at Northern Dimension Institute

Jauhiainen,

Thank you for registering at Northern Dimension Institute. You may now log in to <http://www.ndinstitute.org/user> using the following username and password:

username: Jauhiainen  
password: S2TUZcedK3

You may also log in by clicking on this link or copying and pasting it in your browser:

<http://www.ndinstitute.org/user/reset/18/1273147159/30d96eed6c7050f57a9576fd45345816>

This is a one-time login, so it can be used only once.

After logging in, you will be redirected to <http://www.ndinstitute.org/user/18/edit> so you can change your password.

-- Northern Dimension Institute team

## Fourth step: My account

Log in to the given www address: <http://www.ndinstitute.org/user>

- My account form is opened (please see the previous mail)
  - Username: *Your username*
  - Password: *S2TUZcedK3 (given password)*
  - Click 'Log in'

Log in by using your username and new password (later, you can change your password when ever you want).

# Fifth step – Fill in your own information

View / Edit (Account – Expertise)

Now you can fill in your information to your 'account form' and 'expertise form'.

## Account:

- Change your password
- Upload your picture

## Expertise:

- Core competences /research interests
- Additional informations

The members of the NDI Expert Pool are seen in the home page in a randomly changing order. If you don't want others to view your information, cross X in the box: 'I don't want others to view my information'.