# Discovering Shropshire's History
# Help sheet 1 – Logging in and creating a membership

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## Contents

## Table of Figures

## 1.0    What this help sheet covers

This help sheet details:-
- How to log in
- How to create a membership/subscribe

## 2.0    Subscribing to the website

When you subscribe please choose a role. The role is really important in defining your use of the website as it defines what depth of detail you will see in the content on the website. It will be possible to get to other content that is not designed for you but it will not be the first information that you will see. It is possible to change your role later but please try to choose the right role for your needs: -

Child

When you subscribe as a child you will see content that is specifically written for younger people. Although the content will have less depth than some of the other roles you will see content that is relevant to the kinds of things you might need for your studies or your interests. It will include information about how to visit places of interest.

Adult

As an adult you will see content that is in a little more depth than a child. It will be written with a general interest audience in mind. It will include information about how to visit places of interest.

Teacher

As a Teacher you are interested in providing material to your students and organising material for your lessons. You will be looking for content that is designed and written to help you run classes. It will include information about how schools can visit places of interest. It will also include content written for you by our Education Officer.

Specialist

As a specialist you are primarily concerned with academic study, you will be interested in seeing in-depth detail and will be used to complex and detailed content that will be written by academics.

1. There are three ways to subscribe
First way: click on "Join In" at the top of the website.



**Figure 1: Single left click on join in login**

Second way: In the browser address bar type in the subscribe URL.
The URL for subscribing is
http://www.discovershropshire.org.uk/html/subscribe

Third way: Click into the topic areas.
The less direct way is to single left click on any on the topic areas:

- Archaeology
- History
- Landscapes and the Natural World
- Education and Learning

Under the left side navigation click on "main" to expand it then single left click on Subscribe.

**Figure 2: Subscribe option in Topic areas**

Discovering Shropshire's History

Home | News & Events | Join in | Help

Webpage History : DSH Home

Main

Go to other portals

History | Education and Learning
Archaeology | Landscapes and The Natural World

Heritage
LOTTERY FUNDED

Shropshire
County Council

Local Heritage initiative

**Signup**

## Subscribe

If you already have an account, click here to login.

### Why Join Us?

At Discovering Shropshire's History we think Shropshire should be celebrated and enjoyed by its residents and visitors alike. We want to encourage and facilitate the appreciation of the rich heritage out in our landscapes.
We also want to encourage people to get out and explore and experience the exciting things going on within Shropshire.
In joining us you will help us understand our audiences and how people want to use the website.

### Benefits of being a subscriber

Becoming a subscriber to the Discovering Shropshire's History website will help us improve your use of the website as we will:

- Be able to know what your interests are.
- Be able to know your local area and thus automatically list what is happening near you when you log in.
- Be able to cater your own experiences of the website by displaying content relevant to your level of interest.
  If you are a specialist looking for academic information we can automatically show you academic content.
  If you just want less depth then we will be able to show you content that is less detailed.

In knowing all of these we can cater the website for your interest and make your use of the website richer and more enjoyable.

### Do I have to be a subscriber?

No you don't being a subscriber allows us to cater the website for your needs and requirements.

### Roles

When you subscribe please choose a role. The role is really important in defining your use of the website as it defines what depth of detail you will see in the content on the website. It will be possible to get to other content that is not designed for you but it will not be the first information that you will see. It is possible to change your role later but please try to choose the right role for you:-

- Child
  When you subscribe as a child you will see content that is specifically written for younger people. Although the content will have less depth than some of the other roles you will see content that is relevant to the kinds of things you might need for your studies or your interests. It will include information about how to visit places of interest.
- Adult
  As an adult you will see content that is in a little more depth than a child. It will be written with a general interest audience in mind. It will include information about how to visit places of interest.
- Teacher
  As a Teacher you are interested in providing material to your students and organising material for your lessons. You will be looking for content that is designed and written to help you run classes. It will include information about how schools can visit places of interest. It will also include content written for you by our education Officer.
- Specialist
  As a specialist you are primarily concerned with academic study, you will be interested in seeing in-depth detail and will be used to complex and detailed content that will be written by academics.

Term of Use

- Obscene
- Profane
- sexually oriented
- racially offensive
- Or otherwise objectionable material

**General terms of the website**

Administrators will not approve any content that contains anything listed in the "Contributing to the site" section will remove the offending webpage without consultation.

Any user who uploads banned content will be removed from the community

**Please confirm that you have read and agree with the Terms of Use of the web site, as documented above.**

I agree to the Terms of Use ☐

Your Details

Username* ❓ [            ]
Forename(s)* ❓ [            ]
Surname* ❓ [            ]
Email* ❓ [            ]
Role* ❓ [ Adult ▾ ]

[ Submit ]

**Figure 3: Subscribe window**

2.  Follow the on screen instructions to create your subscription
Do not forget:
*   Agree to terms of use
*   Your username must be unique and it must not contain any punctuation of any kind. The system will dynamically read your user name to ensure that it is valid. If the user name is invalid it will turn red and there will be a cross next to the field. If you create an invalid user name please select a new one.
*   Select your role that best suits you

3.  Single left click on Submit and the system will confirm your membership.
4.  The website will send you an email providing a password.

## Why is it not possible to change my password to one I can remember?

We do not want hackers to see this website as a way to find your common used passwords therefore to protect you we provide a system defined password.

## 3.0    Logging into the website

Please follow these steps to log in to the web site. You must have a membership gained through the subscription process.

1.  There are three ways to log in
First way: click on "Join In" at the top of the website.



**Figure 5: Single left click on join in login**

At the top of the subscribe window is

If you already have an account, click here to login.

If you click on this it will take your directly to the login screen.

Second way: In the browser address bar type in the subscribe URL.
The URL for subscribing is
http://www.discovershropshire.org.uk/admin/

Third way: Click into the topic areas.
The less direct way is to single left click on any on the topic areas:
*   Archaeology
*   History
*   Landscapes and the Natural World

- Education and Learning

Under the left side navigation click on "main" to expand it then single left click on admin.



**Figure 6: Admin option in Topic areas**

**Figure 7: Login Screen**

2. Type in your user name and password
Remember it is caps dependent.

3. If you lose your password at the bottom of the login screen you can request a new password.

- All passwords are encrypted so not even webmasters know them.
- Webmasters can only change your rights and the groups you are a member of.