Introduction

1.3 Logging In

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1.3.1: Access Scholar via your web browser at <u>http://cgscholar.com.</u> We recommend recent versions of Firefox, Chrome, or Safari. If you wish to access Scholar through a tablet or phone and get an "Unsupported Browser" message, visit <u>Tutorial 7, Unsupported Browsers and Mobile</u> Devices.

1.3.2: Access Scholar in one of the following ways:

- If you are a student and an account has already been created for you, enter the username and password that your teacher or organization admin has given you.
- If your account has been migrated from an older Common Ground Publishing software system (CGPublisher or CGLearner), take <u>this link</u> and create a new password.
- If you are over 18 and have never had a Common Ground Publishing account or if your account has not been created for you by a teacher, click the [Sign Up] link, and this will lead to the following screen:

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1.3.3: Enter all fields in this screen:

- We need to know your date of birth in order to be sure you are over 18. If you are under 18, your teacher/organization admin will create an account for you and will give you a username and password. Students who forget their username and password will have to ask their teacher/organization admin to create new ones for them.
- Your account will be created immediately. A request for trial Publisher access (only for teachers and publishers) will be reviewed by Common Ground Publishing within approximately twenty-four hours.
- After you press the Create Account box, you will be taken to a security page where you have to rewrite some text.
- Next, you will receive a confirmation email. Click the link in that email to start using your account. If you do not receive an email within a few minutes, check your spam filter.