

## How to...

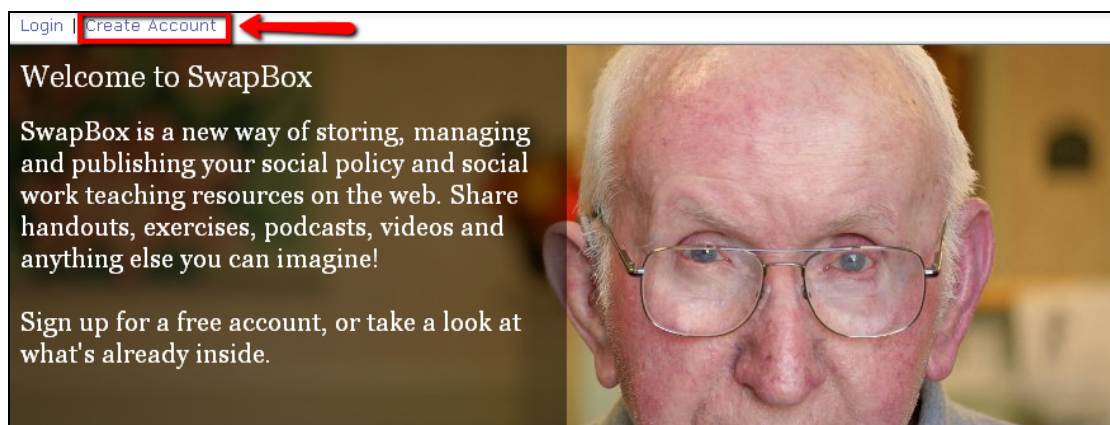
### Register as a Member of SWAPBox

#### **This guide covers:**

- How to register for SWAPBox
- Other guides you might be interested in:** *Modifying your profile, Conducting searches, Using your Inbox*

#### **To register as a member on SWAPBox**

Select 'Create Account'



Complete all the fields as demonstrated in the example below, then click register.

<b>Name</b>		
Title	Given Name / Initials	Family Name
<input type="text" value="Dr"/>	<input type="text" value="Jules"/>	<input type="text" value="Newman"/>
<p>★ <b>Your email address</b>          This must be a valid email address.  <input type="text" value="j.c.newman@soton.ac.uk"/></p>		
<p>★ <b>Select a username</b>          A username must begin with a letter and only contain letters and numerals.  <input type="text" value="jules.newman"/></p>		
<p>★ <b>Select a password</b>          A combination of uppercase and lowercase letters and numerals.  <input type="password" value="●●●●●●●●"/></p>		
<input type="button" value="Register"/>		

You will now receive the following email message:

<p>Password Activation</p> <p>Dear User,</p> <p>Thank you for your interest in SwapBox.</p> <p>You now need to <a href="#">activate your password</a>. This will expire in 1 week.</p> <p>Your username is: <b>jules.newman</b>.</p> <p>After you have successfully confirmed your password, you can deposit items <a href="#">here</a>.</p>
--

Click on 'activate your password' to be taken to your 'Personal Details' page in SWAPBox, where you can complete and amend your profile details.

<b>Personal Details</b>			
★ Name:	Title	Given Name / Initials	Family Name
	<input type="text" value="Dr"/>	<input type="text" value="Jules"/>	<input type="text" value="Newman"/>

### Where do I go from here?

For information on how to make the most of the options available to you in the profile section, please read the 'How to' guide on modifying your profile.