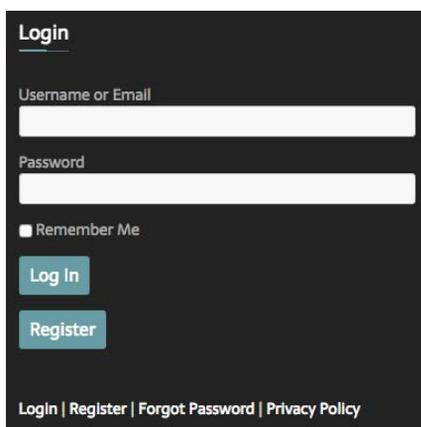


Registration:

This document is a guide to the registration process for the TU Xtra web platform. It takes you step by step through the process of signing up as a new 'Author'.

1 – Navigate to <https://tuxtra.co.uk>

2 – Scroll to the bottom of the web page and find the 'Register' link in the footer.



Clicking Register will take you to the registration page for the website.

4 – Complete the registration form on the website. You must use a @tees.ac.uk or @live.tees.ac.uk email address.

Register

Name

Username *

First Name *

Last Name *

Contact Info

E-mail *

Use your University email ending in "tees.ac.uk".

About Yourself

Biographical Info

Password *

Minimum length of 8 characters.
The password must have a minimum strength of Weak.
Strength indicator

Repeat Password *

Send these credentials via email.

Register

Complete all the sections, including a short biography about yourself and click 'Register'.

5 – You will be sent a confirmation email to your university email account. Click the link contained in the email to confirm your registration. Please check your junk mailbox, if you don't see the email.

Register

Use your university email address (live.tees.ac.uk or tees.ac.uk) to sign up and activate your new account.

Before you can access your account, you need to confirm your email address. Please check your inbox and click the activation link.

Registration:

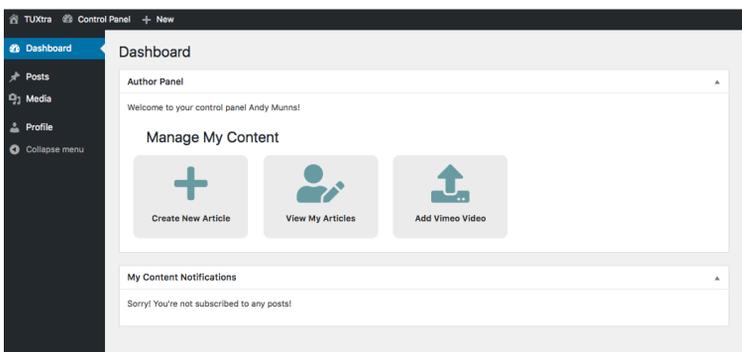
6 – Once you have confirmed your registration you will be able to login to the TU Xtra web platform.

Thursday, July 5, 2018



Click the 'Login' link on the main navigation bar on the TU Xtra website.

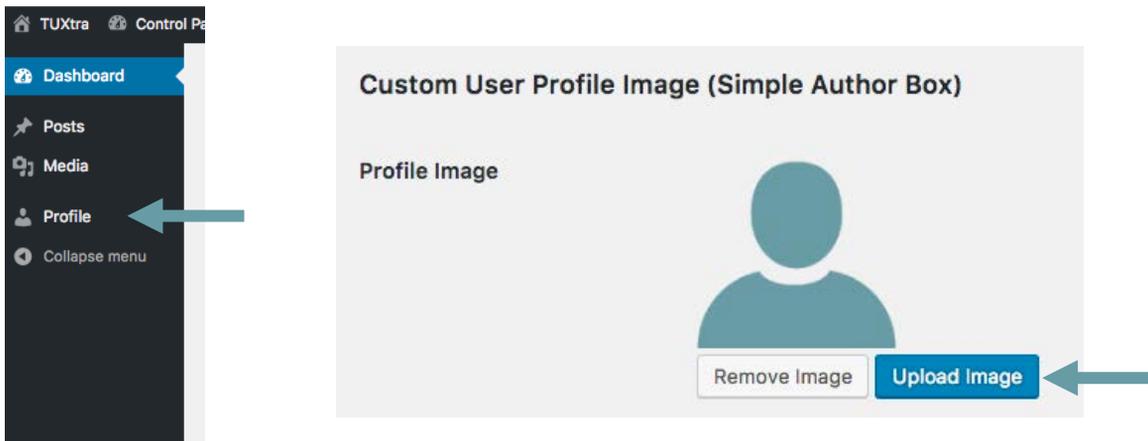
7 – One you are logged-in, you will now be able to enter the dashboard area of the website by clicking 'Control Panel'.



Registration:

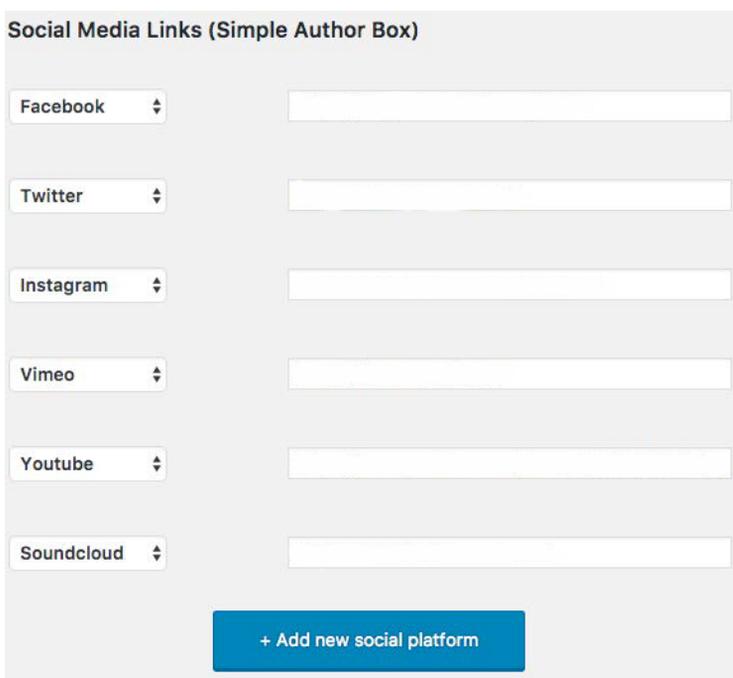
Click the 'Login' link on the main navigation bar on the TU Xtra website.

8 – To complete your registration, click on 'Profile' and upload a 'Avatar' profile picture to your account. This image should be 300px by 300px.



Either click Choose File or Drag your chosen picture into the box. Then click 'Update Profile'

As a final addition you can also add links to your social media pages and your own website on your profile. This is optional.



Insert the web address for your social media profiles, to link them to your TU Xtra profile.

Your profile is now set up and ready to use.