How to Sign Up for Twiki

**Step 1:** Go to this page: [http://seed.ucsd.edu/twiki/bin/view/TWiki/TWikiRegistration](http://seed.ucsd.edu/twiki/bin/view/TWiki/TWikiRegistration)
Type in the above address in your browser address bar and press enter. It will take you the page below.

![TWikiRegistration](image)
How to Sign Up for Twiki

Step 2: Fill out the form below. It will create a WikiName - please do not change it. After you have filled out all the required fields - It has two stars next to them - Press Submit.
How to Sign Up for Twiki

**Step 3:** It will take you to this page. You will have to check the email address that you had designated on the form.
How to Sign Up for Twiki

**Step 4a:** Below is what the confirmation email will look like.

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From: Twiki Administrator [eugene.ie@gmail.com]
To: Eng, Cheryl
CC: 
Subject: How to activate your TWiki registration

Thank you for registering in the TWiki collaboration platform. Your verification code is JaneDoe.9441864616.

You now need to verify your e-mail address. You can do so by entering 'JaneDoe.9441864616' in the form presented to you when this e-mail was sent, or by visiting [http://emma.ucsd.edu/twiki/bin/register?action=verify&code=JaneDoe.9441864616]

Note:
If you got this e-mail by mistake: Somebody (JaneDoe) registered at the TWiki site using your mail address eugene.ie@gmail.com. Contact eugene.ie@gmail.com if this is in error.
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How to Sign Up for Twiki

**Step 4b:** Take the verification number and paste it into the field. Please see Below.
Once you have pasted the code into the box, press submit.
How to Sign Up for Twiki

**Step 5a:** It will take you to this page and you will receive a confirmation email. See Below for what the confirmation Email looks like.
How to Sign Up for Twiki

**Step 5b:** Below is the confirmation email that you will receive once you have registered.

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**From:** TWiki Administrator [eugene.ia@gmail.com]

**To:** Jane Doe

**Cc:**

**Subject:** TWiki - Registration for JaneDoe (caeng@ucsd.edu)

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Thank you for registering in the TWiki collaboration platform. Please save this e-mail for future reference.

Read [http://seed.ucsd.edu/twiki/bin/view/TWiki/WikiWelcomeGuest](http://seed.ucsd.edu/twiki/bin/view/TWiki/WikiWelcomeGuest) to get a quick overview of this collaboration platform. To learn more, study the TWikiTutorial, which is accessible from the same link.

Your personal TWiki topic is located at [http://seed.ucsd.edu/twiki/bin/view/Main/JaneDoe](http://seed.ucsd.edu/twiki/bin/view/Main/JaneDoe). You can customize it as you like:

* Some people turn it into a personal portal with favorite links, what they work on, what help they’d like, etc.
* Some add schedule information and vacation notice.
* How about attaching your photo?

Submitted content:

* Name: Jane Doe
* Email: caeng@ucsd.edu
* Password: janedoe
* CompanyName: Jacobs School of Engineering
* CompanyURL: [http://www.jacobschool.ucsd.edu](http://www.jacobschool.ucsd.edu)
* Location: (Please specify office location)
* Country: USA
* Comment: this is a test.

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Note:
1. If you got this e-mail by mistake: Somebody (Jane Doe) registered at the TWiki site using your mail address caeng@ucsd.edu. Contact eugene.ia@gmail.com if this is in error.
2. You can change your password at [http://seed.ucsd.edu/twiki/bin/view/TWiki/ChangePassword](http://seed.ucsd.edu/twiki/bin/view/TWiki/ChangePassword)
3. If you haven’t set a password yet or you want to reset it, go to: [http://seed.ucsd.edu/twiki/bin/view/TWiki/ResetPassword](http://seed.ucsd.edu/twiki/bin/view/TWiki/ResetPassword)