Tutorial 1.3: Logging into CGScholar
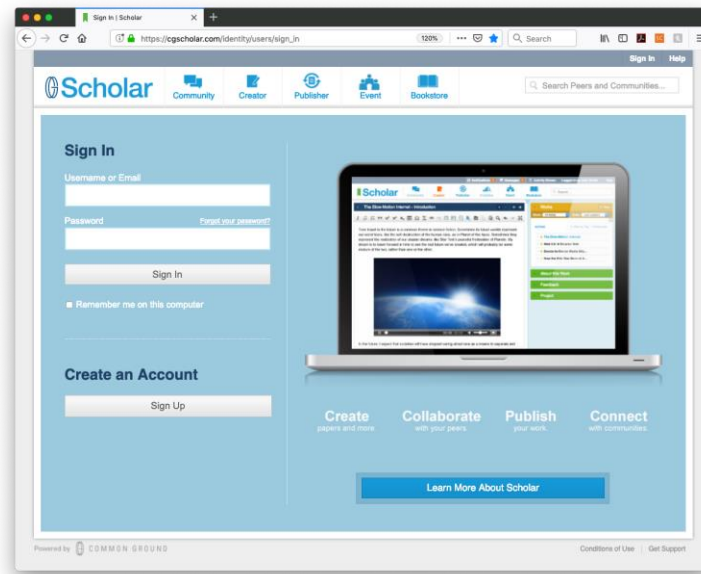

1.3.1 Scholar Access

Access CGScholar via your web browser at http://cgscholar.com. We recommend recent versions of Firefox, Chrome, or Safari. Because there is a lot happening on many screens, we recommend not using phones. If you are wanting to navigate CGScholar in a language other than English, you should set your browser to your language of choice.

Access CGScholar 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 CGPublisher, an older Common Ground software system, enter your email address and select "Forgot your password?"
- If you are over 18 and have never had a CGScholar 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.
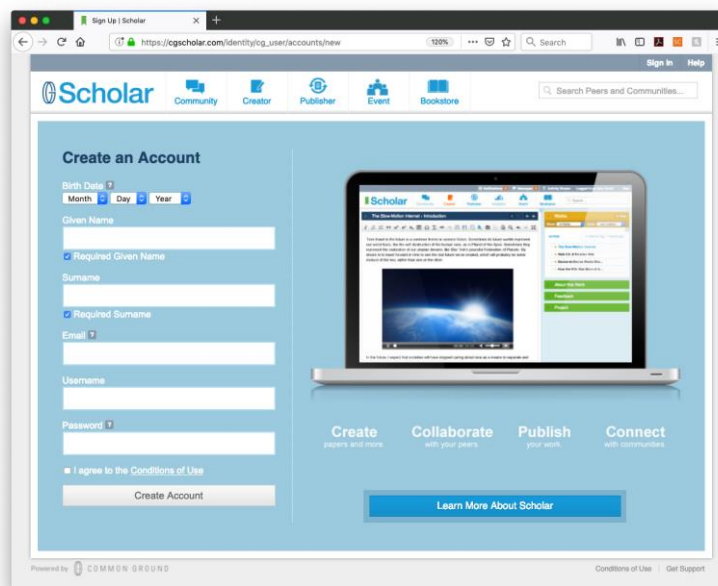
1.3.2 Creating an Account

- 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.
- After you press the Create Account box, you will be taken to a security page where you have to promise you are not a robot.
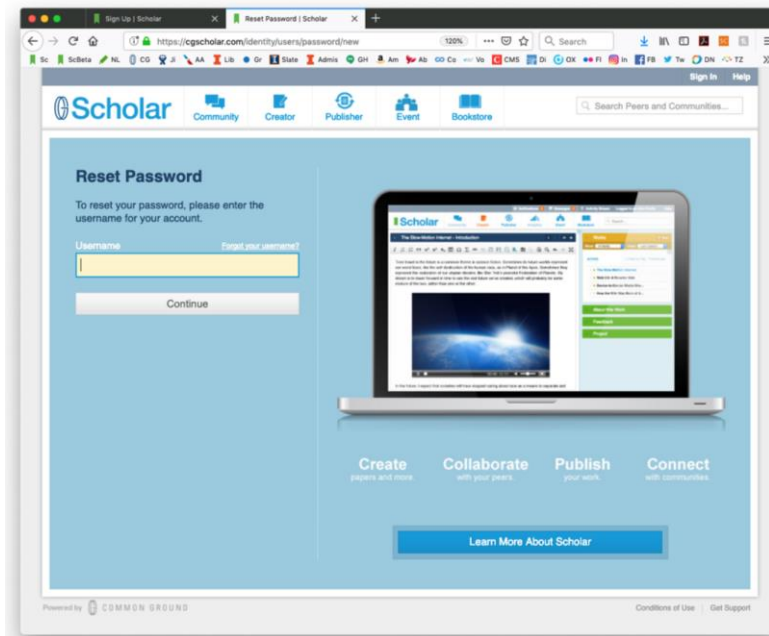
- Next, you will receive a confirmation email. Click the link in that email to start using your account. If you do not receive an email within a few minutes, check your spam filter.

1.3.3 CGScholar Account Types

CGScholar has a number of different types of accounts, each with different roles and responsibilities.

- *Regular accounts* are for people who are over 18 years of age. Access to Community and Creator is free. Just login at cgscholar.com and create your account.
- *Student accounts* are required for people under 18 years of age, and are also available for students who are over 18. These accounts must be in organizations (such as schools, colleges or universities), where they are strictly walled off from other CGScholar users. Students will be provided usernames and passwords by their teachers or admins.
- *Publisher accounts* are available on request, allowing full access to the Publisher app in order to manage publishing projects, including drafting, peer feedback, revision and publication. Full access to the Analytics app is possible with a Publisher account.
- *Organization Admin accounts* are for authorized members of walled off organizations (such as schools with under-18 users) and allow account creation, one by one, or in bulk.