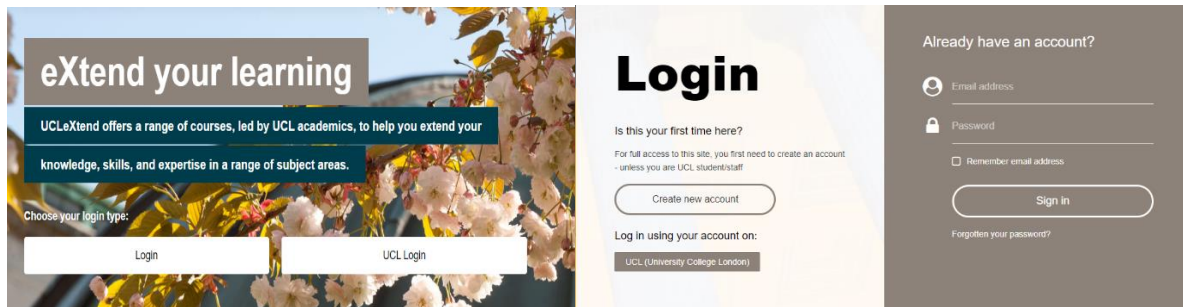


Note: If you already have an account with UCL Extend, you can log in to this account and skip to **Step 9** (if you forgot your password, use https://extend.ucl.ac.uk/login/forgot_password.php to reset it. If you do not have an account, just follow the steps in this document sequentially.

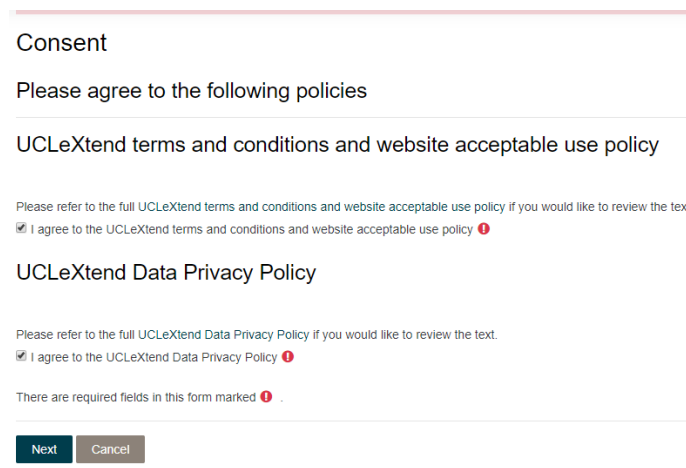
Step 1

You will need to create an Extend account – please visit extend.ucl.ac.uk, click on Login and on the following screen click on Create new account as in the pictures below.



Step 2

On the next screen read through the terms of use and acceptable use policy, scroll to the bottom of the page and click on **Next**. The page that loads up contains information on our Data Privacy Policy which you will have to read, scroll through to the bottom of the page and click **Next** again. You will be alerted that you would have to agree on these policies and there would be two checkboxes to check to indicate acceptance and then click on **Next** again as in the picture below.

The image shows a consent form with two sections. The first section is titled 'Consent' and asks the user to 'Please agree to the following policies'. It lists 'UCLeXtend terms and conditions and website acceptable use policy' and includes a checkbox that is checked, with the text 'Please refer to the full UCLeXtend terms and conditions and website acceptable use policy if you would like to review the text.' The second section is titled 'UCLeXtend Data Privacy Policy' and also includes a checked checkbox and a reference to the full policy. At the bottom of the form, there is a message 'There are required fields in this form marked' and two buttons: 'Next' and 'Cancel'.

Step 3

On the next screen, you will have to choose a username (the first e-mail address field) and a password and fill in your personal details – the fields with a red circle next to them are required and if left blank you will not be able to proceed (please see image below). Once you fill in the details, please click on **Create my new account**.

▼ Choose your username and password

Email address ⓘ

The password must have at least 8 characters

Password ⓘ

▼ More details

Email address ⓘ

Email (again) ⓘ

First name ⓘ

Surname ⓘ

City/town

Country

Create my new account

Cancel

There are required fields in this form marked ⓘ .

Step 4

Once you filled in the form, you will see a confirmation message like the one displayed below – Extend has created your account but you will need to go to your e-mail and confirm that it is you who requested the account by clicking on a link in it.

An email should have been sent to your address at [REDACTED]

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

Step 5


Open up the inbox of the e-mail address you specified when you created your account – you should have an e-mail from UCL Extend (sometimes the e-mail might end up in the Spam folder, so if you do not see anything in Inbox please check your Junk Mail/Spam folders as well).

☐ ☆ ➤ UCLeXtend (via UCL.) UCLeXtend: account confirmation - Hi [REDACTED] A new account has ... 12:28 PM

Step 6

Click on the e-mail to open it up and you should find a link in the body of the message; click on this link to activate your account as in the image below.

UCLeXtend: account confirmation Inbox x

 **UCLeXtend (via UCLeXtend)** <no-reply@extend.ucl.ac.uk>
to [redacted]
Hi [redacted]

A new account has been requested at 'UCLeXtend' using your email address.

To confirm your new account, please go to this web address:

<https://extend.ucl.ac.uk/login/confirm.php?data=omO91jclibNnhyS/kalamata12%40gmail%2Ecom>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

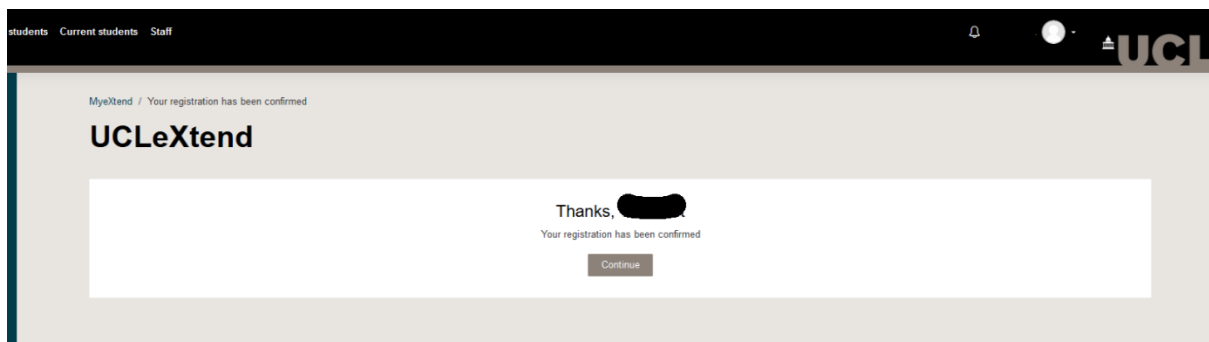
If you need help, please contact the site administrator.

Regards

UCLeXtend
no-reply@extend.ucl.ac.uk

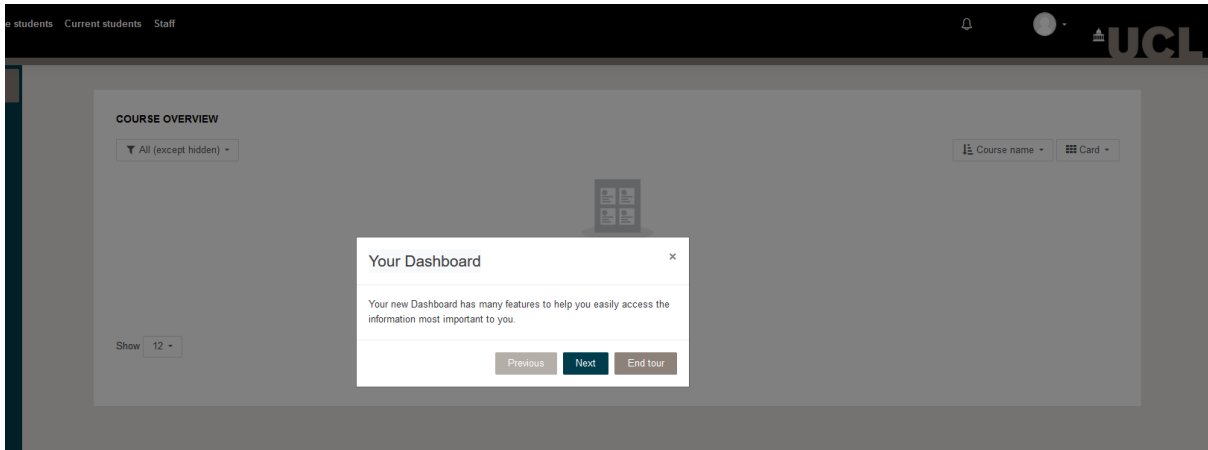
Step 7

Once you click on the link, you should be taken back to Extend with a message confirming that your registration is successful and your name displayed at the top right, on the left of the UCL logo as in the image below. Click on **Continue** to go to your main Extend space.



Step 8

Once on the main page, Extend will offer you a quick visual tour of what is available on that page. You can use the Next and Previous buttons to follow the tour or click on End Tour to dismiss it.

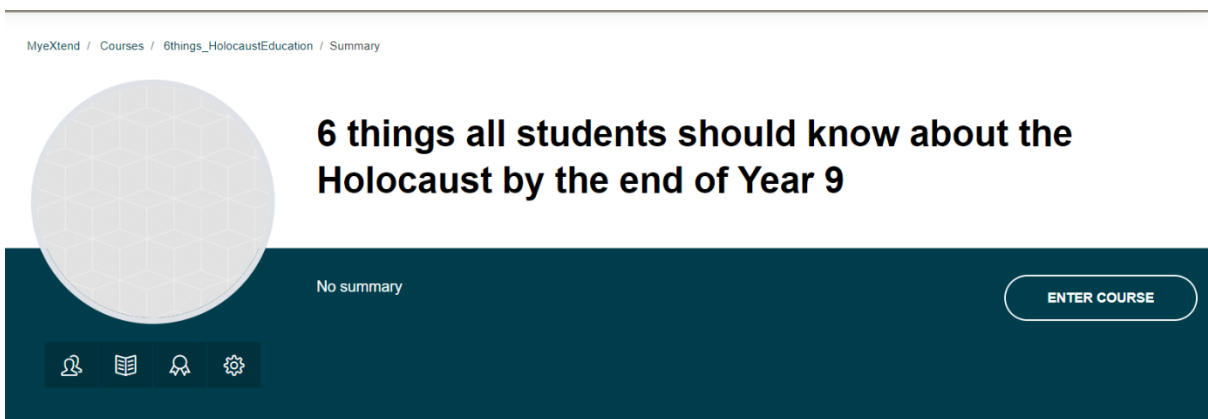


Step 9

After you have either completed or dismissed the visual tour, you are on the Extend dashboard, the page you see when you log in and contains the course you are enrolled on. In order to register for the **UCL Study Prep** course, copy and paste the link below to your browser's address bar:

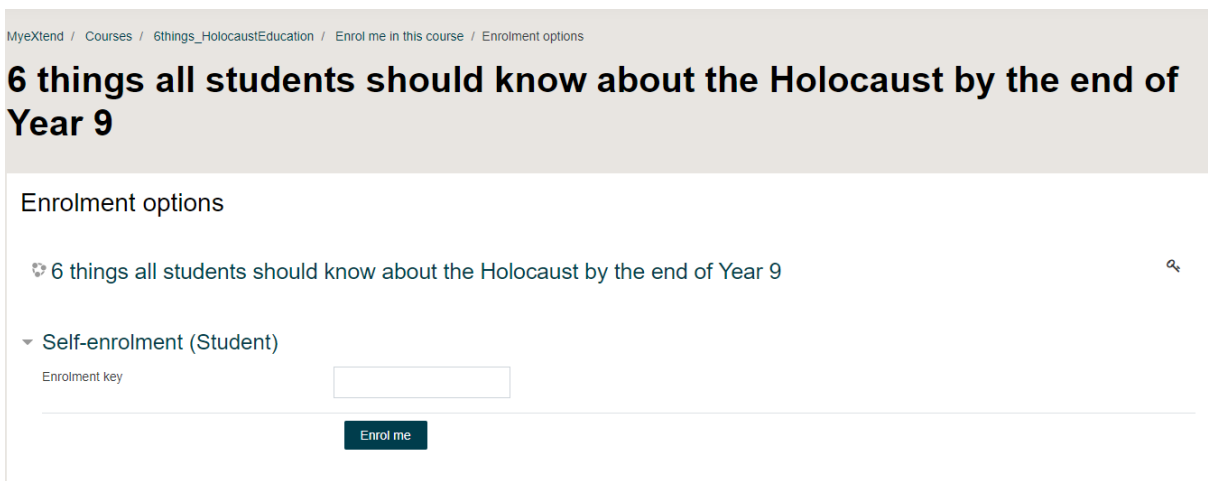
<https://extend.ucl.ac.uk/course/view.php?id=473>

Your screen should look like the image below:



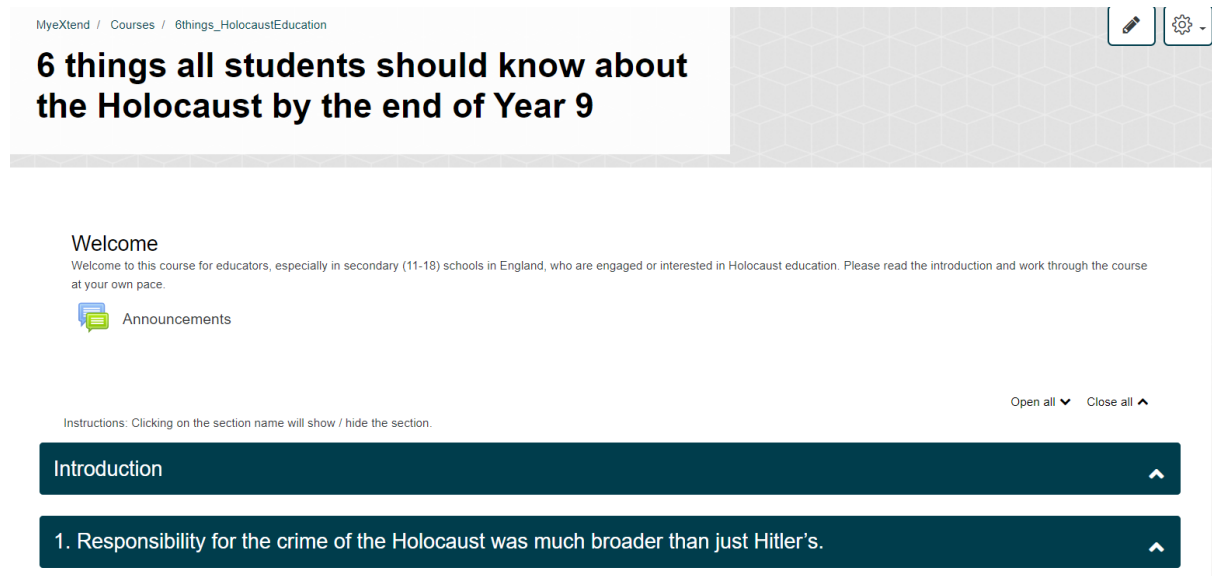
Step 10

Click on Enter Course and you should see the screen below asking you for an enrolment key:



Step 11


Type sixthings (all lower case, no spaces) in the Enrolment key box and click on the Enrol me button. **If you copy and paste the text from the document, please be careful as sometimes a trailing space is added to the text you are copying to the clipboard; either type the enrolment key manually or make sure that no leading or trailing spaces are copied.** You should now be looking at the module's home page.



The screenshot shows the course home page. At the top, the breadcrumb trail reads 'MyeXtend / Courses / 6things_HolocaustEducation'. The main title is '6 things all students should know about the Holocaust by the end of Year 9'. Below the title, there is a 'Welcome' section with a message for educators. A 'Announcements' section is visible with a speech bubble icon. At the bottom, there are two expandable sections: 'Introduction' and '1. Responsibility for the crime of the Holocaust was much broader than just Hitler's.'.

Step 12

Anytime you need to come back to this page, just go to extend.ucl.ac.uk, click on Log in, fill in your e-mail address and password under Already have an account? and from the dashboard click on the title of the space as in the image below.



The screenshot shows the 'COURSE OVERVIEW' section. It features a dropdown menu set to 'All (except hidden)', a search box with 'Course name', and a 'Card' view selector. Below this, a card for the course '6 things all students should know about the ...' is displayed, showing a progress bar at '0% complete' and icons for user, document, and refresh.