


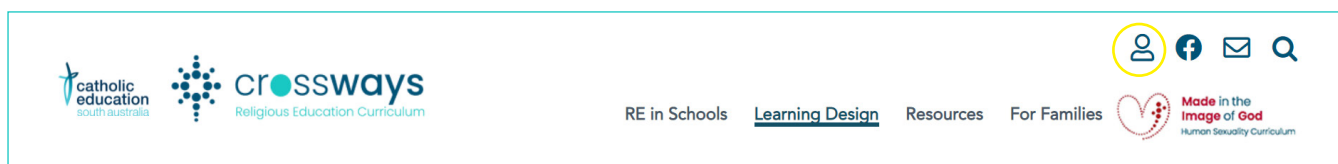
# HOW TO GUIDE: Creating 'My Account'

## Overview

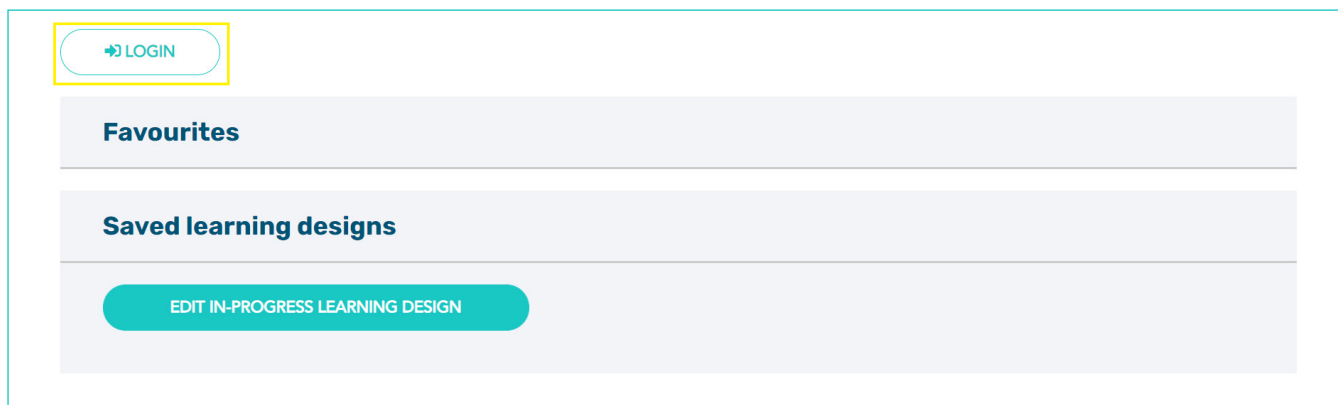
Users may register for Membership on the Crossways Curriculum website to be able to save their Learning Design Builds against their user account. Their saved Learning Design Builds will be available to them wherever they log in.

### Step A: Access the Crossways Curriculum website.

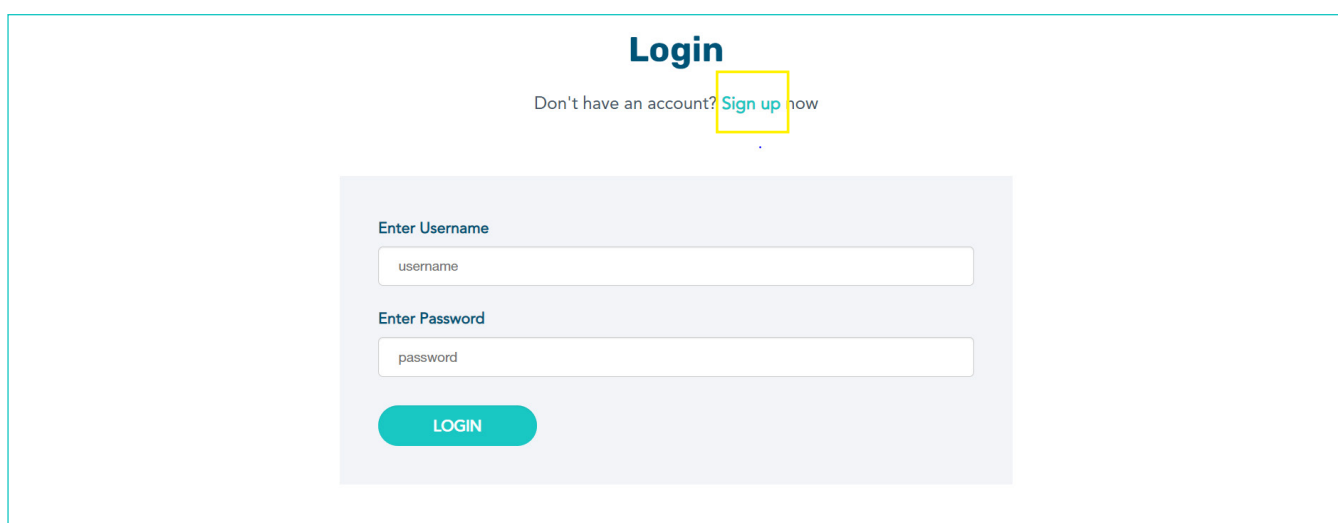
1. Select the **My Account** icon (  ) at the top of the page or go to **Learning Design > My Account**



2. Click on the **LOGIN** button



3. Click on the **Sign up** link



4. Enter your details and click on the **SIGN UP** button.

The registration form is titled "Enter Name" and contains two input fields: "Jane" and "Smith". Below this is the "Enter Email" section with a single input field containing "name@school.catholic.edu.au". The "Enter Password" section has a single input field with masked characters ".....". At the bottom, there is a link for "terms and conditions" and a link for "privacy policy". A teal "SIGN UP" button is located at the bottom left of the form area.

5. Your application will be sent for Approval.

The page has a "Sign up" header. Below it, the text "Already have an account? [Login in now](#)" is displayed. A yellow-bordered box contains the message: "Thank you for your application. We will be in touch shortly."

6. An email will be sent to your registered Email address provided during registration.

The email content is as follows:  
Crossways Curriculum: Your membership application has been approved  
Crossways Religious Education Curriculum <crec@cesacomms.webtemplate.com.au>  
To: RE Curriculum  
Hi Jane,  
Your membership application for Crossways Curriculum has been approved.

7. You can now return to the Crossways website and use your username and password credentials to access your Account via the **user-login** page.

The login form is titled "Login". It includes the text "Don't have an account? [Sign up now](#)". The form has two input fields: "Enter Username" with the placeholder "username" and "Enter Password" with the placeholder "password". A teal "LOGIN" button is positioned below the password field.