## How to access the ALTC (Carrick) Exchange and join the Australian Psychology Educators Network (APEN)

1. Go to the website below:

http://www.altcexchange.edu.au/

2. Click on the 'Join the exchange' or 'login or join' text boxes



# 3. Enter in personal information required and click 'join the ALTC exchange' at the bottom of the page

Home > User account		
People _	So User account	
Groups 🗸 🗸	· · · · · · · · · · · · · · · · · · ·	
Resources v	Join the ALTC Exchange Login Request new password	
Spotlight On		
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Site Tags	Select your title from the list.	have the sam
accessibility action learning ALTC <b>BUG</b> clickers Curriculum	First name: •	username
Drupal education		
enhancement EnROLE	Enter your given name, e.g. Jenny.	
PRS Role play student	Last name: *	
week on the Exchange		
Version history wireless	Enter your last name, e.g. Green.	
	My interests:	
Public Calendar	0	
Previous November 2008 Next	Enter tags that describe your interest, e.g. graphic design, intellectual property.	
Mon Tue Wed Thu Fri Sat Sun		
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4. You will be notified that your password and instructions will be sent to your email address. N.B. You will also appear as a 'new person' on the exchange.

		Contact Us Ab	out the Exchange Excha	nge tour Help Log	in or Join A- A+
ALTC EXCHAN	GE		All People Groups	Resources	SEARCH Starch
Discipline Communities	Learning and Teaching	Leadership and Change	Technologies for Learning	People and Groups	Join the Exchange
Discipline Communities Resources and people in your discipline	Learning and Teaching Common issues across disciplines	Leadership and Change Institution-wide support and systems	Technologies for Learning Technologies to enable and enrich learning	People and Groups Find, meet and collaborate	Join the Exchange Join to contribute, participate and communicate

#### **Spotlight On**



#### Site Tags

access	ibility	actio	n lean	ning	ALTC	Bug
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Your password and further instructions have been sent to your email address.

## **Rebranding The Exchange**

"You will no doubt have noticed that the Exchange website has now been successfully rebranded as the ALTC Exchange. Please remember to update all your bookmarks and links to the correct URL: http://www.altcexchange.edu.au

#### What's New



### 5. An example of the email response you will receive.

Account details for LeighbMellish at The ALTC Exchange	e Inbox X		
🔝 altcexchange@altcexchange.edu.au to me	show details 3:26 PM (0 mi	inutes ago)	🛧 Reply 🔻
LeighbMellish,			
Thank you for registering at The ALTC Exchange. You may now login to <a href="http://www.and">http://www.and</a> password:	<u>w.altcexchange.edu.au/user</u> using the second se	ne following u	sername
username: LeighbMellish password: c8fDkFPQg9			
You may also login by clicking on this link or copying and pasting it in your brows	ser:		
http://www.altcexchange.edu.au/user/reset/651/1225600002/7517cfa6f5fbd049562	257e393cdcfab7		
This is a one-time login, so it can be used only once			
After logging in, you will be redirected to http://www.altcexchange.edu.au/user/65	<u>i1/edit</u> so you can change your passv	vord.	
The ALTC Exchange team			
	Click on this to change		
	your password. The		
1	following screen will		
	appear		

## 6. Click on 'edit' to change password

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Home > MyExchange > Profe	ssor Leigh Mellish's Profile		
MyExchange Menu	MyExchange		Welcome
Professor Leigh Mellish's profile	Professor Leigh Mellish's Profile		Currently logged in as: Professor Leigh Mellish
MyBlog			Logout
MyBookmarks	View Edit		
MyColleagues' recent posts			MyBlog
MyColleagues list			
MyContributions	Professor Leigh Mellish		You have not yet
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MyInvitations		Add my picture	
MyPreferences	PERSONAL INFORMATION		MyBookmarks
MyProfile	My interests		
MyTags	Making multiple user profiles to test the carrick exchange		You have not bookmarked any items.
Contribute Content 🗸 🗸			

7. Note that there is a search function. To find the APEN group type in 'Australian Psychology Educators Network' (as APEN is less than the 5 letter minimum search). This is faster than going into 'people and groups' as this contains lists of every group across all disciplines, including psychology. Alternatively 'psychology' can be typed in, and one of the groups that will appear is APEN.

		All People Groups Enter keyword	SEARCH <u>Search</u>	
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sor Leigh Melli	ish's Profile			
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Professor Leigh Mellish's Profile	Currently logged in as: Professor Leigh Mellish Logout
View Edit	МуВіод
Professor Leigh Mellish	You have not yet
The University of New South Wales	posted any blog entries.
Member for 20 min 15 sec	
PERSONAL INFORMATION Add my picture	MyBookmarks
My interests	
Making multiple user profiles to test the carrick exchange	<ul> <li>You have not</li> </ul>

8. This is the front page of the APEN group. As it is a closed group, access to view member's comments/resources is restricted until membership is granted. To gain membership click on the 'request subscription' link



9. Once the administrator has confirmed the membership request. In your 'My Exchange' on the right hand side down the side of the page is a link called 'My Groups'. Here the APEN group will appear. Click on this to access the group (or you can search as previously done)

MyExcitatige	MyGroups	MyGroups	
Professor Leigh Mellish's Profile		Name	Join Date
/iew Edit		Psychology Undergraduate Resources	29th July, 2008
Professor Leigh Mellish The University of New South Wales	?	Psychology Resources Exchange	21st May, 2008
Member for 50 min 24 sec	Add my picture	The Australian Psychology Educators	<b>↓</b> 20th May 2008
My interests		Network (APEN)	