



Forum Instructions

To register on the Forum

- Go to the ArtNet portal <http://www.elearning-art.net>
- Click **Meeting space**
- Click **Forum**
- Click on **login**
- To obtain your username and password click on **Not registered yet?**
- Fill in the details requested i.e username and e-mail address
- Press **submit**
- A temporary password will be sent to the e-mail address that you enter
- Repeat the first 4 steps and login using your username and the password that was sent via e-mail

To change your password

- Login (follow the steps above) and click on **profile**
- You will see your user profile. Click on **Change password**
- You are asked to insert your old password (the one sent via e-mail) and insert your new password.
- Press **submit**

To post a message on the Forum

- Click on the Forum where you want to post a message e.g. **Creation of elearning courses**
- Click on **post new topic**
- A window will appear where you can type your message (remember to write in the **subject** box)
- Press **submit**