

WOLF TRAP EDUCATION PROFESSIONAL LEARNING COMMUNITY USER'S GUIDE

Account Setup

What is the Wolf Trap Education Professional Learning Community?

This new website at education.wolftrap.org is a free resource offered through the Wolf Trap Institute for Early Learning Through the Arts. It's a living, growing online meeting place for early childhood educators, administrators, teaching artists, and partners in arts education. Here, we offer lesson plans, videos, tutorials, and other multimedia materials that help early childhood professionals use performing arts strategies to enhance the early childhood curriculum.

Registration is fast, simple, and free. You're welcome to join whether you're actively looking for arts-based resources for your classroom or simply curious to know more about the Institute's work.

Setting Up Your Free Account

Go to <http://education.wolftrap.org> and click the "Register" button. You'll be taken to a sign up page:

WOLF TRAP | INSTITUTE FOR
EARLY LEARNING
THROUGH THE ARTS

[Sign up](#) | [Log in](#) | [Help](#) | [Contact Us](#)

EXPLORE THE INSTITUTE

TASKS | **SIGN UP**

Sign up

Log in

Request new password

First Name

Last Name

E-mail *

City *

State/Province *

Country *

You can also include information about the school or organization you work for or are affiliated with, if you choose, in optional fields lower down on the page.

We encourage you to sign up for our mailing list! Your information will not be shared with anyone else, and you'll be able to get updates telling you when we've got new features or content, or offering you curated suggestions for using the resources on the site.

Add me to the Wolf Trap email list

I agree to the Terms and Conditions *

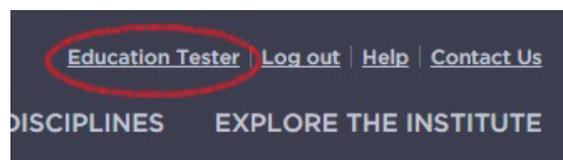
When you click the “Sign Up” button at the bottom of the screen, you’ll get a message telling you to look for a confirmation email. You’ll need to click the link in that email to activate your account.

Clicking the link in your email will log you into the site and take you directly to the “Edit Account” screen so that you can change your password. You will need to change your password right away in order to be able to log in again.

The screenshot shows the 'Edit Account' page for a user named 'Education Tester'. The page has a sidebar on the left with links: 'Edit account', 'View', 'Edit profile', 'Notification settings', and 'Private Messages & Invitations'. The main content area includes:

- Display name ***: A text input field containing 'Education Tester'. A red circle highlights this field, and a red arrow points to it with the text 'changed from education_224'. Below the field is a note: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.'
- Current password**: A text input field.
- E-mail address ***: A text input field containing 'education@wolftrap.org'.
- Password**: A text input field.
- Confirm password**: A text input field.
- Picture**: A placeholder icon for a profile picture.
- Upload picture**: A 'Choose File' button. A red circle highlights this button. Below it is the text: 'Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.'
- Locale settings**: A dropdown menu for 'Time zone' set to 'America/New York: Wednesday, 11 March 2015 - 17:30 -0400'.
- Save**: A button at the bottom of the form, circled in red.

- Change your display name from the default to your full name, or whatever you would like your user name to be.
- Choose a new password and enter it. The bar to the right will tell you if your password is strong.
- If you’d like to have a photo icon, you can upload a picture (it will be resized if it’s too large). Icons will show up, for example, beside your user name when you post a comment.
- Click Save when you’re done.
- Anytime you want to change your password, update your email, or edit other details of your account or profile, you can get to this screen by clicking on your name in the upper right hand corner of the screen:



Thank you for joining our new online community! We hope you’ll continue to explore the site, use the resources and materials, and share the link with your colleagues.

If you have any trouble setting up your account or using the site, please contact Rebecca Proch at rebeccap@wolftrap.org or at 703-255-1933 for assistance.