#### Accessing The Somerville eCommunity

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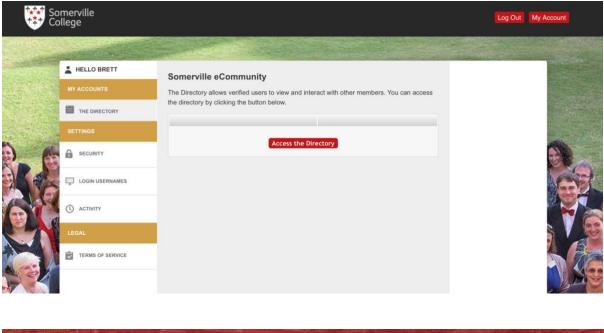
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- 2. How to log in to the Somerville eCommunity if you have not previously registered for mentoring and this is your first time registering.
- 3. Trouble Shooting what to do if the discussion group does not seem obvious after logging in to the Somerville eCommunity.

## How to log in to the Somerville eCommunity:

#### 1. If you have already registered for mentoring:

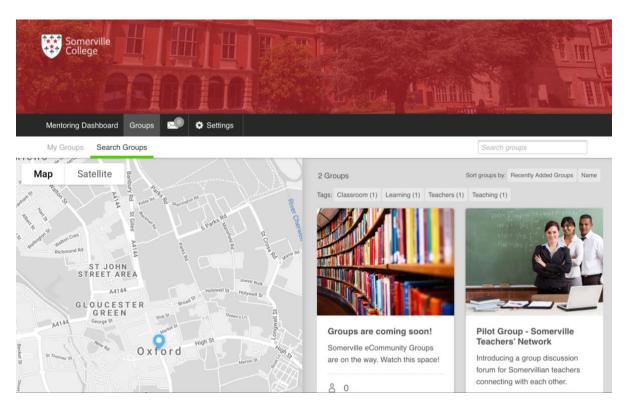
Please simply log in to your current account on <u>somerville.aluminate.net</u>, and click on 'Access Directory', and you will find a 'Groups' tab next to your 'Mentoring' tab, where you can join the Teachers Group.

Somerville		
	Log in to your Somerville eCommunity ccount Username C Password LOG IN C Remember Me	
Service updates	In Sign in with LinkedIn Not registered? Create an account Not a member? Create a new account in a few clicks!	More information Privacy Policy Cookie Policy
Any questions?	SIGN UP NOW	Terms and Conditions



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Select the 'Groups' tab.



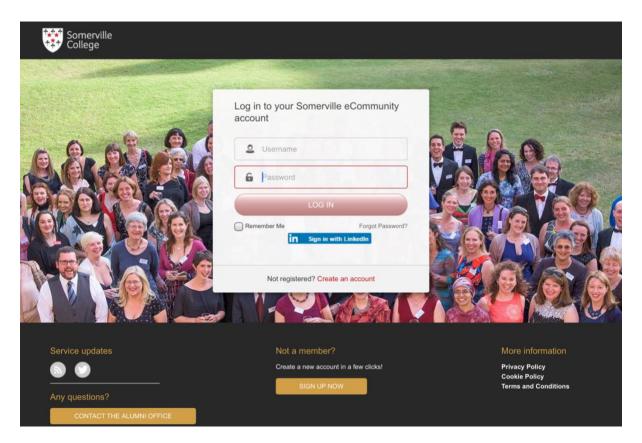
From here you can click on 'Pilot Group – Somerville Teachers' Network' and join the group and the discussions.

In the future, you can access the group directly from the link to the Teachers' Group page in the email and simply log in to see discussions. You will also receive email updates as discussions you are participating advance, although you can manage these notifications in your account.

# 2. If you have not previously registered for mentoring and this is your first time registering:

Please be aware that we are using our Mentoring platform to host discussion groups. So, as you are registering for the first time, you will be asked about Mentorship during the process, but please feel free to skip the mentorship information at this stage, and registration should be quick and easy. You can always decide to activate Mentorship in your account in the future.

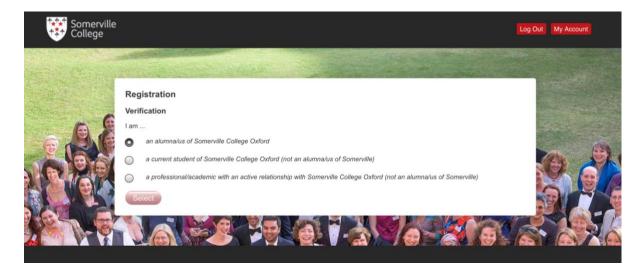
You can click to log in directly from the link to the Teachers' Group, or you can go to <u>somerville.aluminate.net</u> and register to join the eCommunity.



Click on the option to 'Create and Account' below the log in fields.

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You can select to easily fill your profile with information from LinkedIn, or you can simply register manually and add additional information to your profile at a later point.



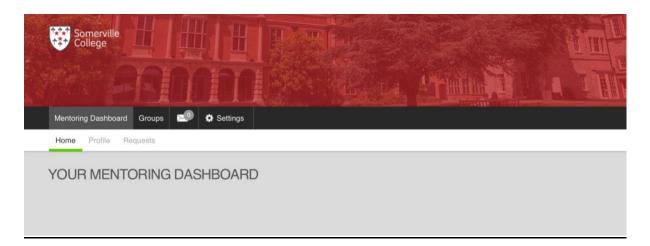
You will be asked a few quick questions about yourself and your links to Somerville.

Welcome	٠	Welcome to Somerville eCommunity
		This getting started wizard will help you get the most out of this platform. Please do try to complete all steps however everything in this process can also be done yourself later.
About Mentoring	•	Your Personal Profile
Important Details		Everyone on this platform has a personal profile. By far the easiest way to complete it is to sync your data from your LinkedIn profile. If you do not have a LinkedIn profile don't worry, you can fill in your details at the end of this process.
		Get my data from LinkedIn

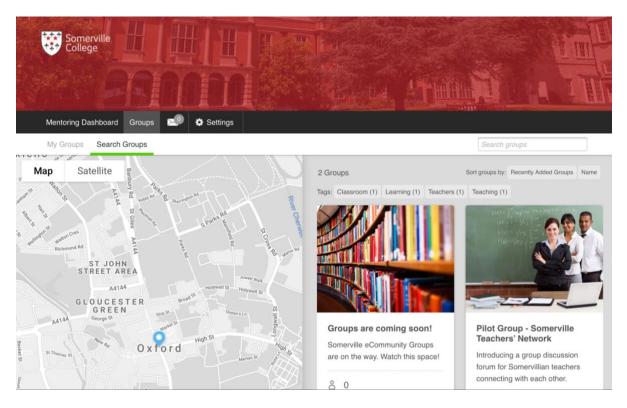
Here is where you can skip steps if you are not interested in mentoring at this time, or would like to return to it later. Click directly on 'Important Details' and you will be asked to confirm your city and country.

You will be asked to confirm your data preferences.

If you have not used LinkedIn to fill your profile, you may be asked to upload a photo, but you can always click next and add a photo later. We do encourage photos, as having photos generally makes a better discussion group experience.



You will land on a page that is called 'Your Mentoring Dashboard.' Click on the 'Groups' tab.



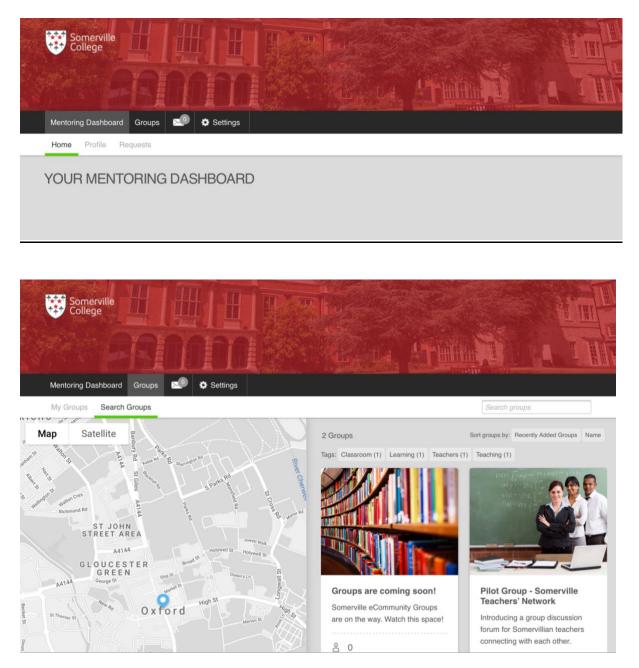
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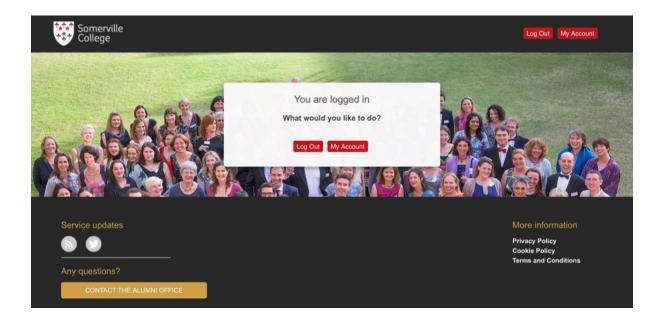
## 3. Trouble Shooting

### How to access the discussion group if it does not seem obvious after logging in:

In many cases, after logging in, you will land on a page that says 'Your Mentoring Dashboard' - at the top there is a tab called 'Groups' which you can click to see the Teachers' Group.



In some cases, you will be asked what you would like to do once logged in. In this case, you can select 'My Account' and then 'Access Directory' and you will land on the page that says 'Your Mentoring Dashboard' - as above, there is a tab at the top called 'Groups', which you can click to see the Teachers' Group. The process is fairly intuitive, but the following photos may help clarify, if needed.

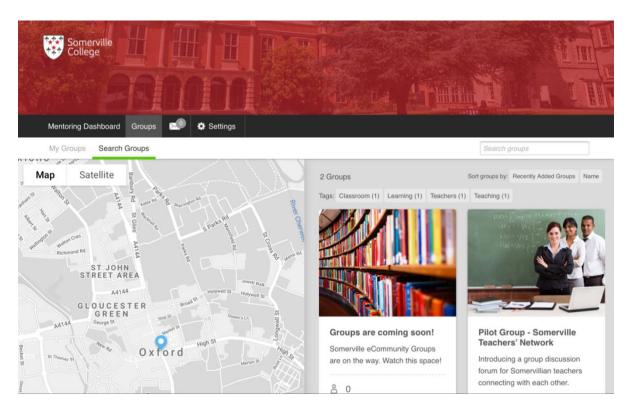


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	HELLO BRETT   MY ACCOUNTS   THE DIRECTORY   SETTINGS   SECURITY   LOGIN USERNAMES   ACTIVITY   LEGAL   TERMS OF SERVICE	Somerville eCommunity The Directory allows verified users to view and interact with other members. You can access the directory by clicking the button below. Access the Directory	

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As always, please let us know at <u>development.office@some.ox.ac.uk</u> if you have any questions or need assistance.