School of Information Community Site

INFO 200 REGISTRATION, SITE CREATION, AND BUDDYPRESS PROFILE SETUP INSTRUCTIONS:

1. Go to: https://ischoolblogs.sjsu.edu/info/
2. To sign up, click on the Register tab at the top, or on the Register link on the right-hand side.
3. Under Invitation Code, enter the code that was provided to you by your instructor.
4. Under Blog Details, at the bottom of the page, make sure to select the checkbox labeled: "Yes, I'd like to create a new site".
5. Under Blog URL, enter a short value which will become part of your site address.
   For instance, if you enter "infolit", then your site URL would be: https://ischoolblogs.sjsu.edu/info/infolit
   Please DO NOT use spaces. If needed, you can use dashes instead.
6. Under Site Title, enter a title for your site (i.e. Information Management).
7. Set your site to appear in search engine results and in public listings on this site.
8. Finally, click on the Complete Sign Up button.
9. You will receive an activation email at the email address you provided. Click on the link in the email to activate your account and your site. After successfully activating your account, you will receive a second email verifying that your account and your site have been activated. The email will also include the link for your site.
10. Log into your site. You will be taken to your BuddyPress user profile. Click on the Profile tab and then click on Edit. We encourage you to review and complete as much information in the various sections as you feel comfortable adding. The section are:
   - Professional Information
   - Social Information
   - Favorites
   - Learning Experiences and Goals.

11. To access the administration tools for your site, click on the Sites tab in your profile, and then click on the link for the site you just created. Once you reach your site, click on the "Site Admin" link.

CREATING ADDITIONAL SITES:
1. Log into your WordPress user account.
2. Go to: https://ischoolblogs.sjsu.edu/info/sites/create/
3. You will be given the opportunity to create another site.