INSTRUCTIONS FOR ACCESSING CCEMTP STUDENT MATERIALS

Box is FREE – Please follow directions below to attain a FREE account

This is the only way that you will be able to access the student materials for the course

This is a file sharing service; no documents will be able to be downloaded or printed – only
previewed.previewed.(troubleshooting tips below)

An email will be sent to the address on file with UMBC (it will be sent on behalf of Box)

- The email will include a link to "Accept Invite"
- Please click on the blue box that says "accept invite" and follow the instructions as outlined below with screen captures.



<Accept invitation from email>

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Login with your email and chosen password and the materials should be there waiting for you!

You will be required to sign up for an account by entering your info:

ALTERNATE DIRECTIONS IF THE EMAILS SENDS YOU A 'VIEW FOLDER' email. Select the blue folder link that says "view folder"

<after clicking on the view folder, window will open – please select NOT part of UMBC>

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<Top Right "Sign Up">

<at next screen, select "individual">

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<Select 'Individual' under Plans>

<at next screen, select the Free account!! At this time there is NO reason to purchase anything additional for the class – please select the free account!!>

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Once you have completed all steps you will then have access to the CCEMTP Student materials.

Troubleshooting

Box is an external file sharing device to UMBC so we cannot reset your passwords or provide any technical assistance.

If you experience any difficulties or do not receive the email to join the folder, please notify your site coordinator at the course location host site.

IF you already have a Box account thru another entity you MAY need to utilize a different browser (chrome instead of IE or vice versa) as login credentials may be saved in your frequently used browser.

The email that received the invite is the only email that will be able to access the CCEMTP materials.