

INSTRUCTIONS FOR ACCESSING CCEMTP STUDENT MATERIALS

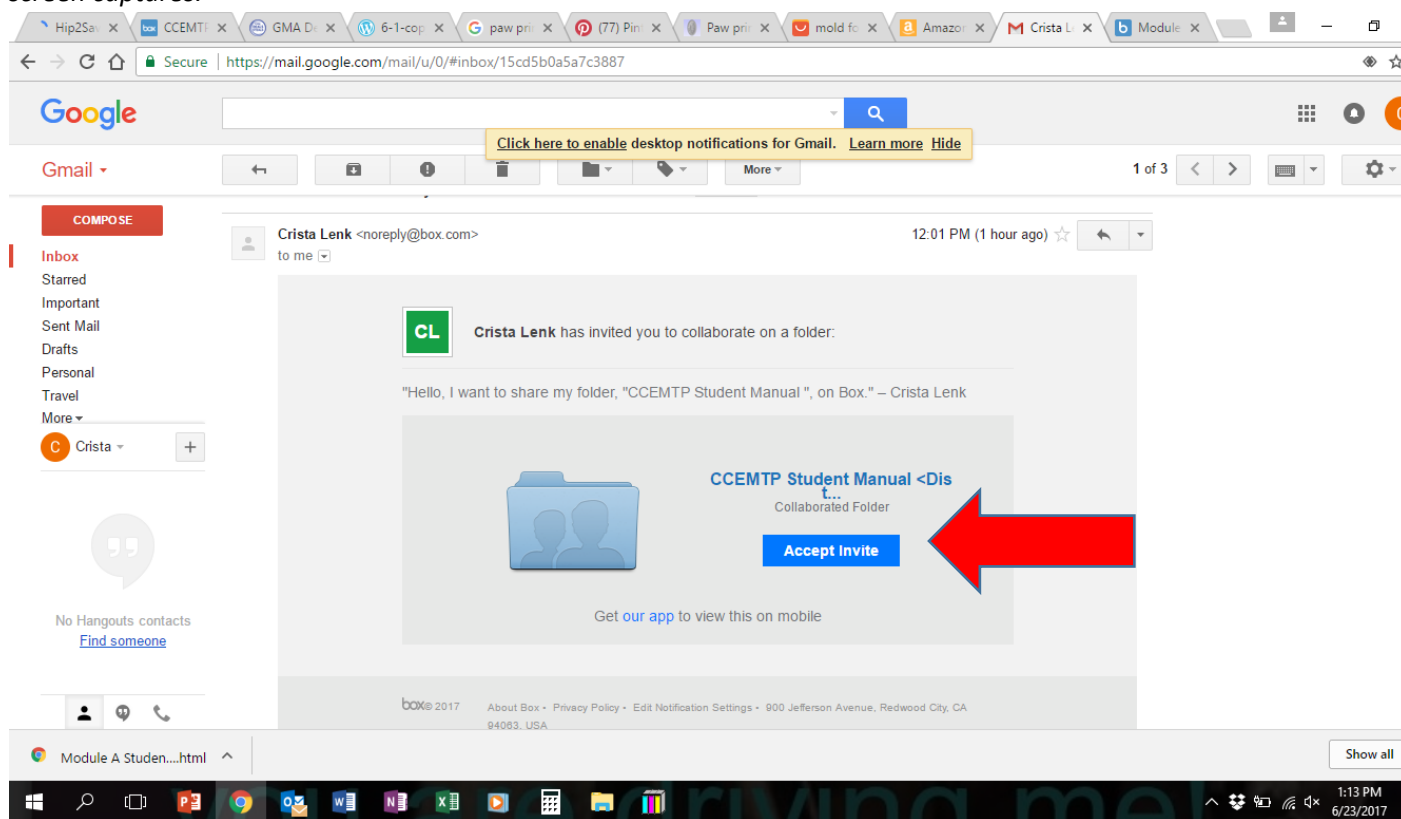
Box is FREE – Please follow directions below to attain a FREE account

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.
(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>

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

Box Individual
Let's Get Started

Your Information

Full Name

Email Address

Password

Phone Number

Country
United States

Box Individual

Free

10GB Storage
Securely Access Your Content from Anywhere

✓ Selected

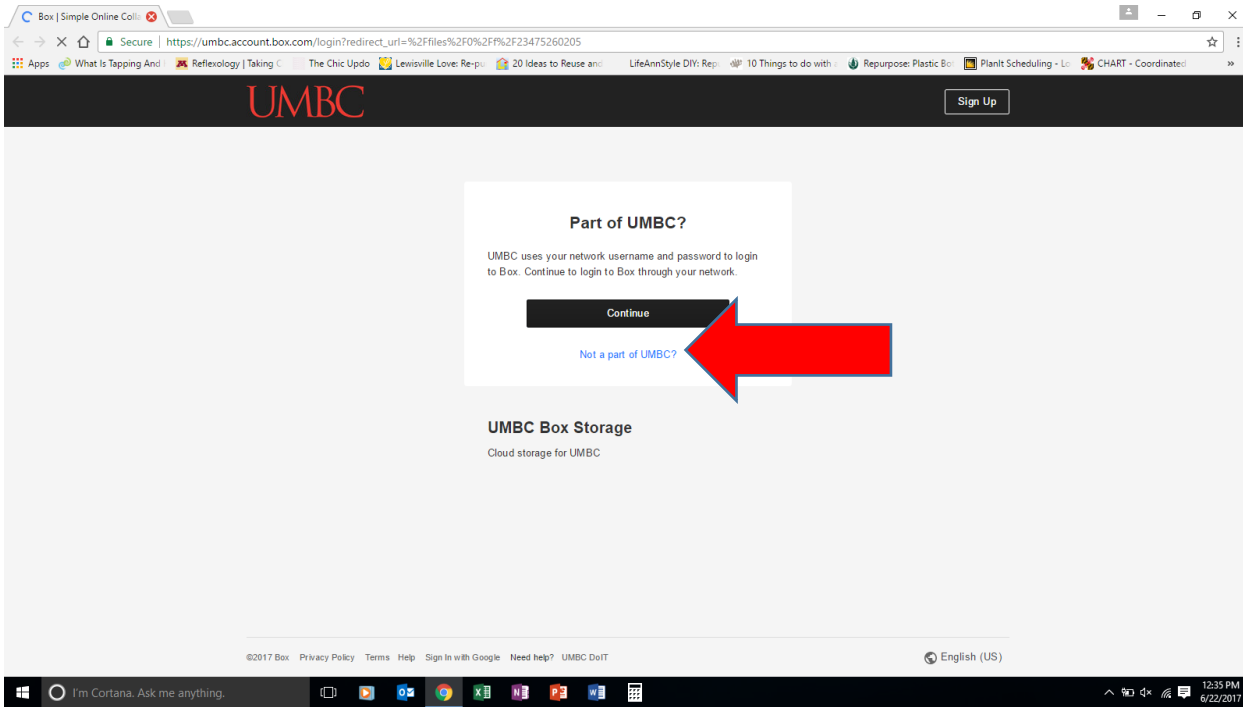
Submit

<Enter info and continue>

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

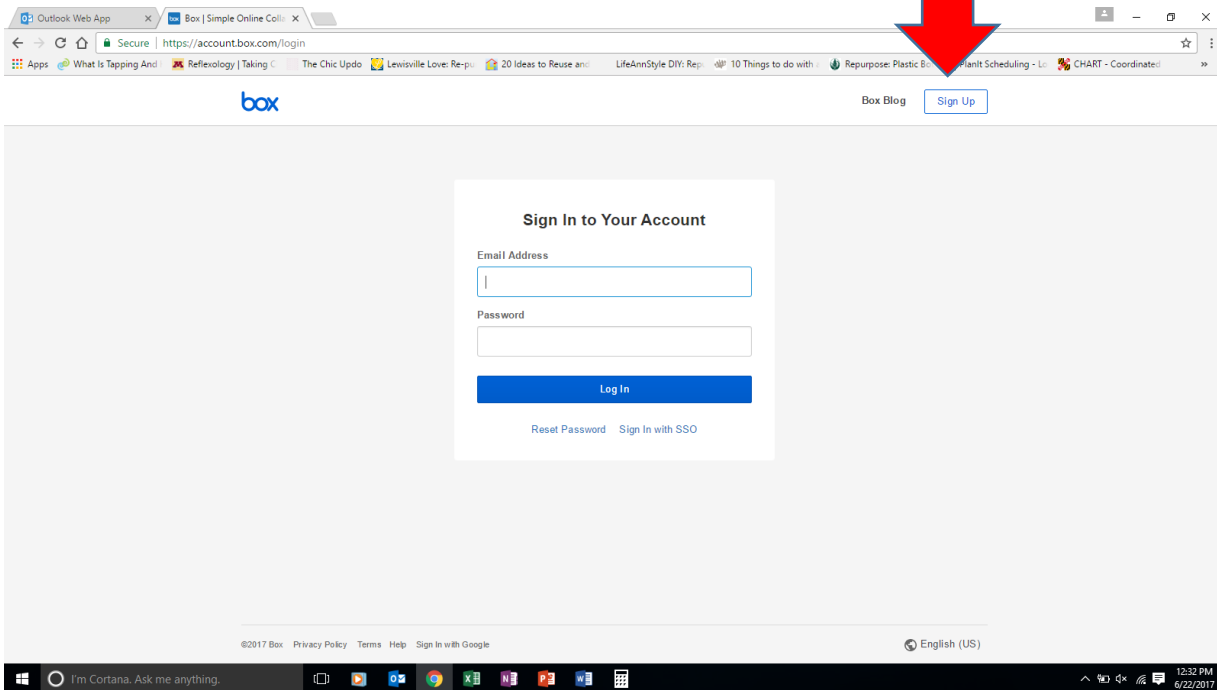
**ALTERNATE DIRECTIONS IF THE EMAIL SENDS YOU A 'VIEW FOLDER' email.
Select the blue folder link that says "view folder"**

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



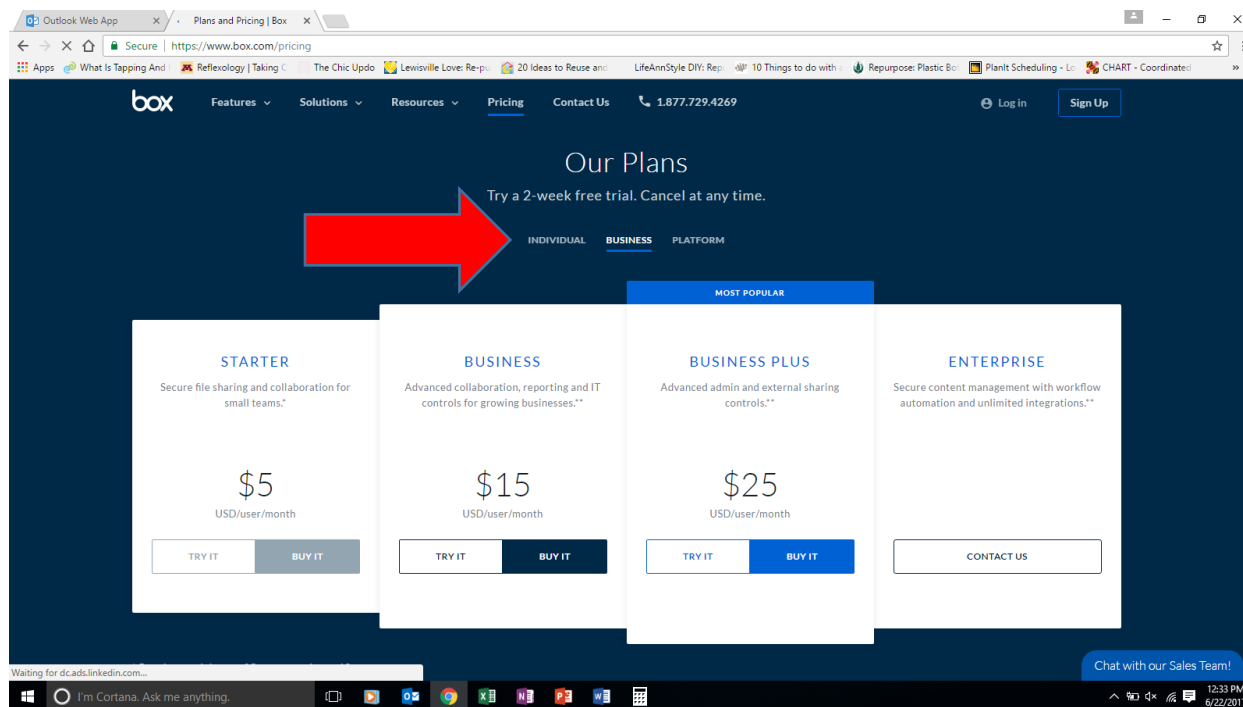
<select 'NOT PART OF UMBC'>

<at next screen; click on 'Sign Up'>



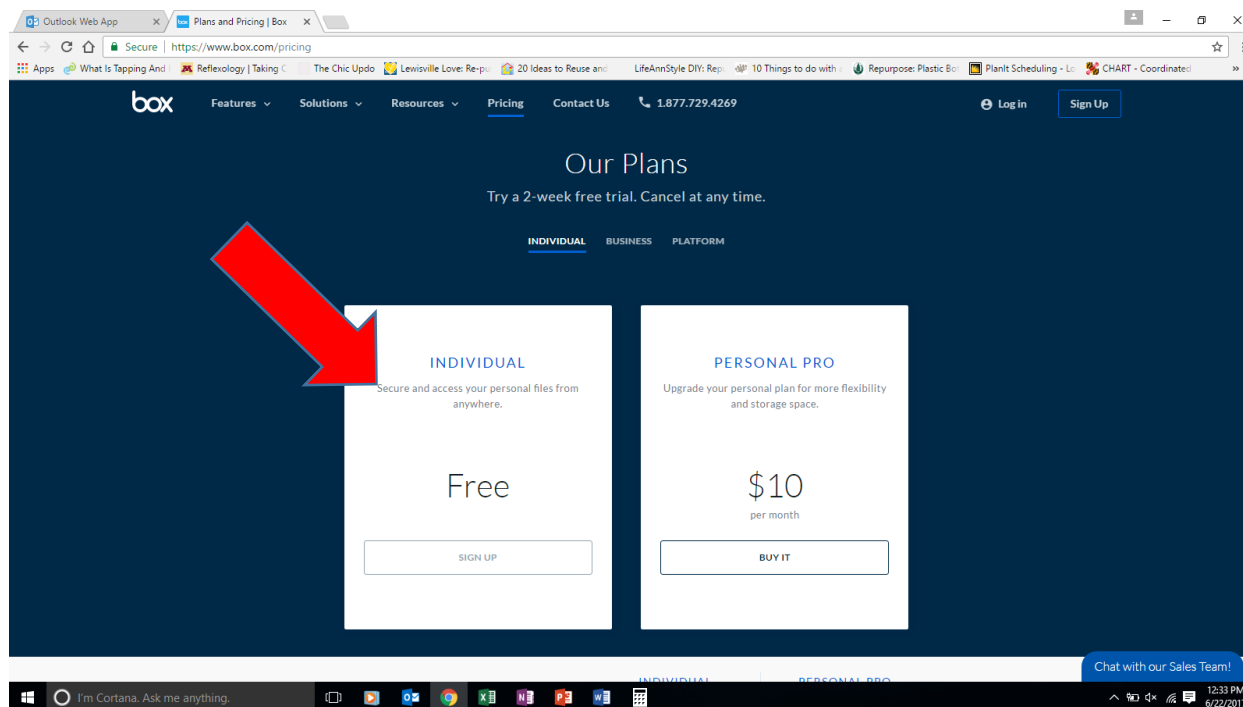
<Top Right "Sign Up">

<at next screen, select "individual">



<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!!>



<Select FREE account>

<At next screen, complete all fields using the email on file with UMBC. Follow steps to attain a Box acct>

The screenshot displays the Box Individual account creation interface. The browser's address bar shows the URL <https://account.box.com/signup/n/personal#af3gu>. The page header includes the Box logo, language selection (English (US)), a phone number (1-877-729-4269), and a 'Log In' button. The main heading is 'Box Individual' with the subtext 'Let's Get Started'. The 'Your Information' section contains the following fields: Full Name, Email Address, Password, Phone Number, and Country (set to United States). A blue 'Submit' button is located at the bottom of the form. To the right, a 'Box Individual' plan summary is shown, indicating a 'Free' plan with '10GB Storage' and the text 'Securely Access Your Content from Anywhere'. A green 'Selected' button is visible below the plan details. The Windows taskbar at the bottom shows the time as 12:34 PM on 6/22/2017.

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.