

 **Click here** to follow along with the step-by-step instructional video.

REGISTERING AS A GROUP WEBSITE

Please note that these instructions are for students working in **groups**. If you are working individually, please use the instructions for individual websites (page 2).

- Choose one student to begin this process (we will call this person "Student One").
- Go to www.nhdwebcentral.org.
- Click on the **Register** tab under the NHDWebCentral® header.
- Enter your date of birth.

Please note: If you are under 13, you need parental consent to use NHDWebCentral®. Please complete your parent's or guardian's information. They will receive an email with a notification that you created an account.

Note: Please speak with your teacher if your parent or guardian cannot access an email address. They can receive the email and print a copy for your parent or guardian to read.

- After you enter your parent's or guardian's information and your parent or guardian consents to you creating an NHDWebCentral® website (only for those under 13), you will be asked to complete a basic registration form.

STOP: Take a moment to fill out your username and password below.

Student One

Username

Password

Note about usernames

Every student needs a unique username. When you enter your username and click on the **Next** box, one of two options will appear in the upper-right corner:

A **green** box will appear telling you that your username is good.

A **yellow** box will appear, telling you that you need to choose a new username.

AUGUST 2022

Questions? Visit nhd.org/nhdwebcentral

REGISTERING AS A GROUP WEBSITE (CONT.)

- Terms of Service and reCAPTCHA checkboxes are required.
- Once you click **Register**, you must sign into your account. Enter your username and password, then click the grey **Sign in** button.
- Student One should now click the grey and yellow **Start Now!** button to reach your site's landing page.

Student One needs to do two essential tasks:

- Write down the 8-digit site key to share with your group members.

Note: You find the site key location in the image below.

Site Key

- Click the grey **Allow Link** button to allow other students to join your group. Once you do this, your group member(s) will have **24 hours** to complete their registration and link to the site. Student One can click the **Allow Link** button again to re-open for another 24 hours if someone does not get it done in that period.

STRUCTURE OF NHDWEBCENTRAL® LANDING PAGE

Your Website 6 [Remove Site](#)

Created at 10/22/2019 4:51:53 PM
Last Update at 7/15/2020 11:56:59 AM

4 Site Key **71701053**
<https://site.nhd.org/71701053>

5 95 MB remaining

1 [Edit Site](#) 2 [View Site](#)

Authorized Users 3 [Allow Link](#)

Users listed below have access to view and edit your website.
Jane Smith

The red numbers in the above image correspond with the numbers on the next page.

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REGISTERING AS A GROUP WEBSITE (CONT.)

1. The **Edit Site** button is where you will create your website and make changes.
2. The **View Site** button lets you preview the most current work saved on your website (you cannot make edits here).
3. The **Allow Link** button allows other users to join your website. Once you click this, the users have 24 hours to complete their registration and link to the site.
4. This is your **Site Key**. Your unique URL is just below it.
5. This is the size limit of your website. The green will shift depending on the media and files you upload to your website.
6. If you wish to delete your website, you can click the **Remove Site** button and assign a new URL to your account. **THIS CAN NOT BE UNDONE!**

GETTING STARTED -- STUDENTS TWO THROUGH FIVE

- After Student One registers, other group members can complete the registration process.
- Go to www.nhdwebcentral.org.
- Click on the **Register** tab under the NHDWebCentral® header.
- Enter your date of birth.
 - Please note:** *If you are under 13, you need parental consent to use NHDWebCentral®. Please fill out your parent's or guardian's information. They will receive an email with a notification that you created an account.*
 - Note:** *Please speak with your teacher if your parent or guardian cannot access an email address. They can receive the email and print a copy for your parent or guardian to read.*
- After you enter your parent's or guardian's information and your parent or guardian consents to you creating an NHDWebCentral® website (only for those under 13), you will be asked to complete a basic registration form.

STOP: Take a moment to fill out your username and password below.

REGISTERING AS A GROUP WEBSITE (CONT.)

Student Two

Username

Password

Student Three

Username

Password

Student Four

Username

Password

Student Five

Username

Password

See page 4, "Note about usernames."

REGISTERING AS A GROUP WEBSITE (CONT.)

- Terms of Service and reCAPTCHA checkboxes are required.
- Once you click **Register**, you must sign into your account. Enter your username and password, then click the grey **Sign in** button.
- Students Two through Five will enter the site key carefully into the field under the **Link to an Existing Website** heading.
- Once the other group members click the **Link**, they will come to the same landing page that Student One sees.
- You have successfully linked your accounts and can start working on your group project!



FAQ: What do I do if I accidentally click the **Start Now** button instead of entering my group's existing site key?

Answer: On your landing page, click the red **Remove Site** button and confirm the deletion. You will return to the **Start Now/Link to an Existing Website** page.

Please note: Be sure you want to remove the site from your account. This action cannot be undone.