

# END USER REGISTRATION GUIDE

## For Dual-Login Accounts

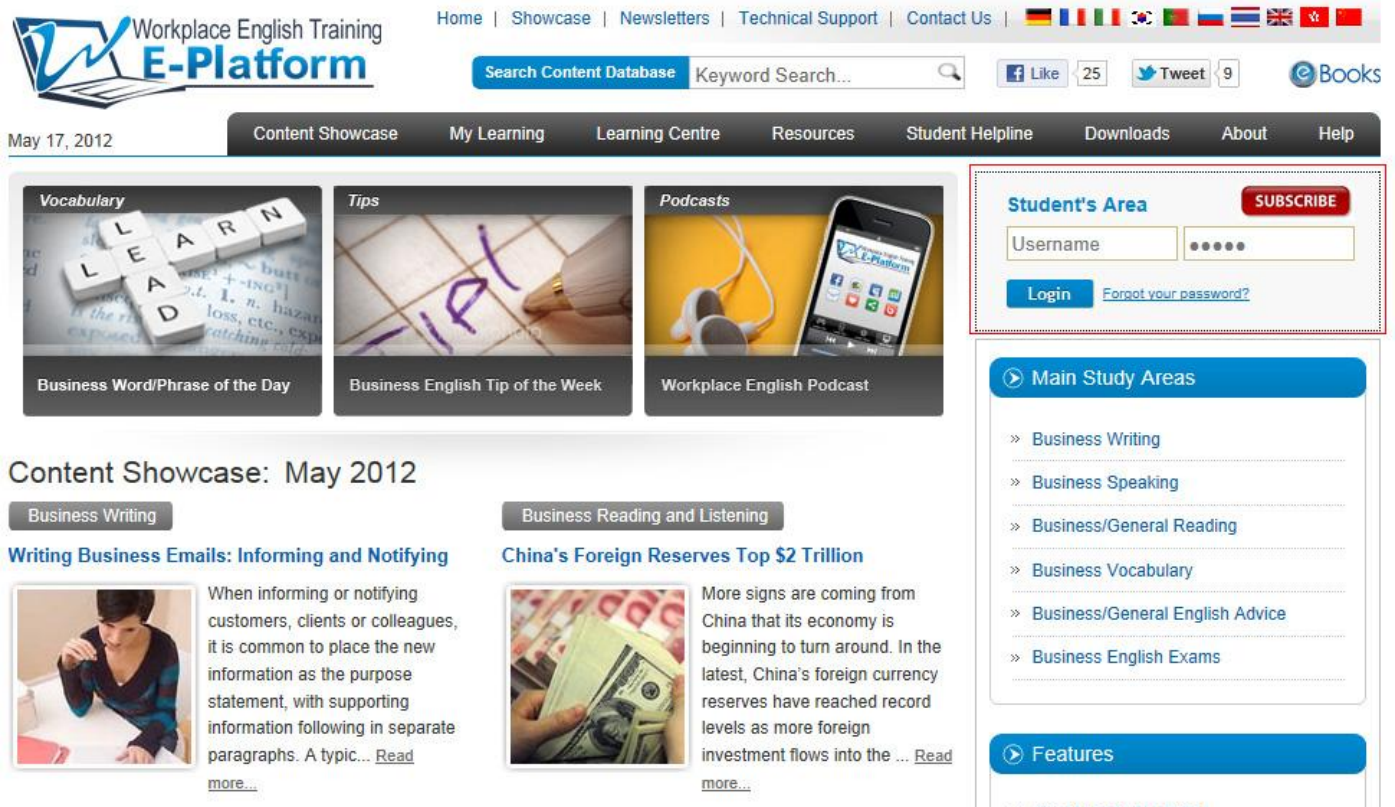
### Stage One – Users Login

Go to <http://www.workplace-english-training.com/emagazine/> into your web browser. The page in Figure 1 below will display.

The Student's login box is located at the top right of the page.

Enter your company **username** and **password**.

**Figure 1**



The screenshot shows the homepage of the Workplace English Training E-Platform. At the top left is the logo. The top navigation bar includes links for Home, Showcase, Newsletters, Technical Support, and Contact Us, along with flags for various countries. A search bar is present with the text 'Search Content Database' and 'Keyword Search...'. Social media icons for Facebook (25 likes) and Twitter (9 tweets) are also visible. Below the navigation bar is a secondary menu with categories like Content Showcase, My Learning, Learning Centre, Resources, Student Helpline, Downloads, About, and Help. The main content area features three featured articles: 'Business Word/Phrase of the Day' (Vocabulary), 'Business English Tip of the Week' (Tips), and 'Workplace English Podcast' (Podcasts). On the right side, there is a 'Student's Area' login box with a 'SUBSCRIBE' button, a 'Username' input field, a password field, and 'Login' and 'Forgot your password?' buttons. Below the login box is a 'Main Study Areas' section with a list of topics: Business Writing, Business Speaking, Business/General Reading, Business Vocabulary, Business/General English Advice, and Business English Exams. At the bottom, there is a 'Features' section.

## Stage Two – Company Users Login

Figure 2

The figure shows two side-by-side web forms. The left form, titled "User Login", has fields for "Username" and "Password", each with a "Forgot your [field]" link. It also includes a "Remember Me" checkbox and a red "Continue" button. The right form, titled "User Register", has fields for "Name", "Username", "E-mail", "Password", and "Verify Password", each with an adjacent input box. It includes a red "Register" button and a "Switch to standard mode" link. Both forms have a "Switch to standard mode" link at the bottom right.

After logging in with your Company account, the above screen will be displayed. You have to register as a user of your Company WETE account in the right hand column. **You only need to do this once!**

In the **Name** field, enter your English name e.g. Wong Bik Wan (Spaces are allowed).

In the **Username** field, enter your preferred username (The system will immediately inform you if your preferred username already exists).

In the **E-mail** field, enter your email address (this is needed to verify your account).

In the **Password** field, enter your preferred password (any character, any length).

After completing the User Registration form, you will be logged into WETE with full access to the platform.

**Note: When you login again, you only need to enter your username and password into the User Login column on the left of figure 2.**

**Note:** User login is for tracking purposes. Your number of visits, time spent online, pages viewed, exercises completed and content downloaded will be recorded for your company's reference.

## Stage Three – Clarity Login

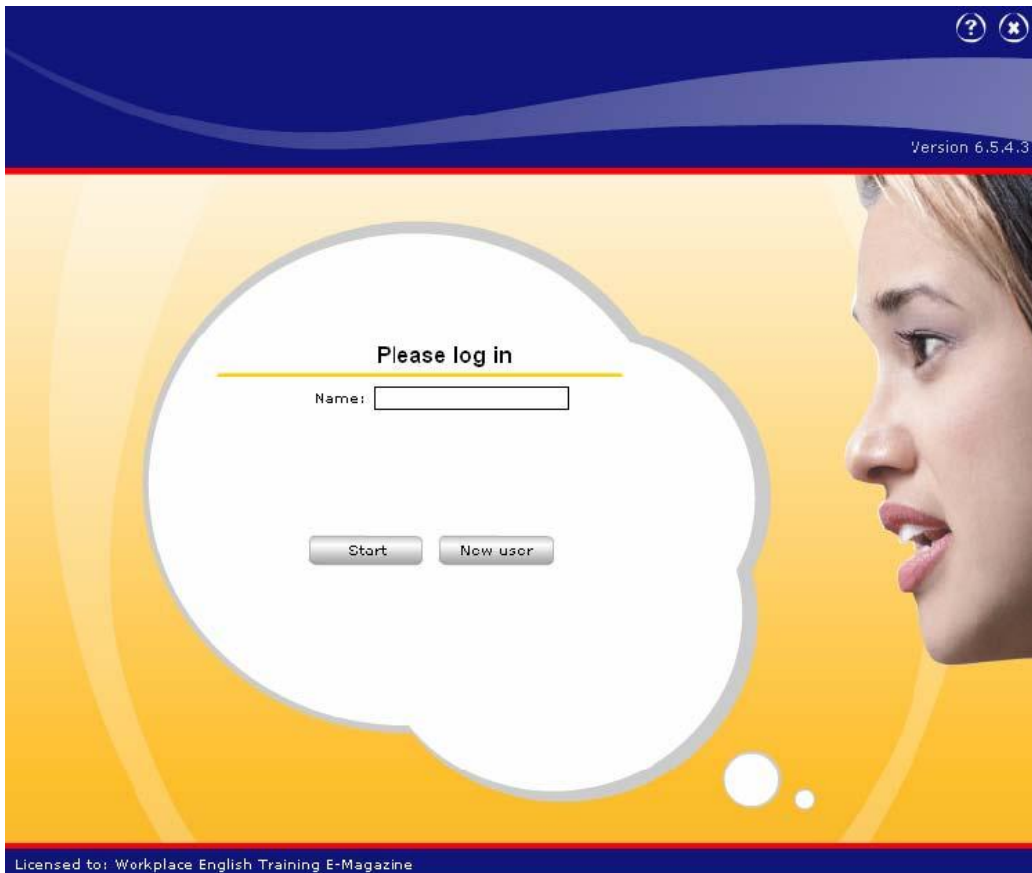


Exercises in Workplace English Training E-Platform use Clarity Software.

All users need to login to Clarity to complete these exercises.

For new subscribers, we suggest that you use the same name that you entered into the Username field of the User Registration Form.

For existing subscribers, you do not need to change your clarity username; you may login with your existing name.

The image shows a screenshot of the Clarity login interface. At the top, there is a dark blue header bar with a white question mark icon and a white 'X' icon on the right. Below the header, the text "Version 6.5.4.3" is visible. The main content area has a yellow background with a large white speech bubble in the center. Inside the speech bubble, the text "Please log in" is displayed above a horizontal line. Below the line, there is a "Name:" label followed by a text input field. At the bottom of the speech bubble, there are two buttons: "Start" and "New user". On the right side of the yellow background, there is a partial view of a woman's face in profile, looking towards the left. At the bottom of the interface, there is a dark blue footer bar with the text "Licensed to: Workplace English Training E-Magazine" in white.