Request Account Access to CIS Documentation in the NCLOR

1 Request Account Access to CIS Documentation in the NCLOR

Note: Even though you may already have an NCLOR account, you must follow these steps to request an account to access CIS Documentation.

NCLOR accounts are issued to individual users only. A generic group name/email address may not be registered.

The Special Collection Access field is the most important section of the sign-up process. Make sure to click CIS Docs Ellucian under Special Collection Access.

Follow these steps to request account access to the CIS Documentation Special Collection in the North Carolina Learning Objects Repository (NCLOR).

1. Open a web browser.
3. Click Request Account.

Figure 1.1
4. Click Yes.
5. Click Continue >>.

Account Request Form

NCLOR Account Request Form

Directions:
Please answer a few questions about yourself so the NCLOR staff can set up your account correctly. After you answer the questions and submit the form below, the NCLOR team will email your account information to you within one business day.

For more information contact the NCLOR staff at nclorstaff@gmail.com

* Required

Are you an Educator working in North Carolina? *
(K-12, Community Colleges, Universities)

- Yes
- No

Click Yes.

Figure 1.2
6. Click **NC Community Colleges**.
7. Click **Continue >>**.

## Account Request Form

**NCLOR Account Request Form**

* Required

**Level of NC Educator**

What level of education do you teach in North Carolina? *
(All public and private institutions can access the NCLOR.)

- [ ] K-12
- [ ] NC Community Colleges
- [ ] NC Universities
- [ ] Other: __________

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*Figure 1.3*
8. Click Yes.

9. Click Continue >>.

Account Request Form

NCLOR Account Request Form

* Required

**NC Community College Educator Info**

IMPORTANT NOTE: You have indicated that you are a NCCCS educator. All NC community colleges have had their learning management systems (Blackboard or Moodle) integrated directly with the NCLOR.

This means you do not need to request an account with this form unless you wish to do any of the following:

* View or share NCLOR resources with students without using a LMS.
* Contribute your own content to the repository.

Would you still like to request a Community College educator account? *

(If you do not wish to request an account, just close your browser window.)

- Yes

Click Yes.

Figure 1.4
10. Enter your First Name, Last Name, Email Address, Business Phone Number, and Educational Institution in the appropriate fields.

11. Scroll down.

12. The Special Collection Access field is the most important section of the sign-up process. Ensure that CIS Docs Ellucian is selected under Special Collection Access.

13. Skip the Special Instructions section.

14. Click Continue >>.

15. Click Submit.
Your request will now be processed by the NCLOR Administrator. You will receive an email message containing your Username and a temporary Password, along with further instructions about how to access CIS Documentation in the NCLOR.
2 Change Password

Once you receive an email from the NCLOR Administrator containing your Username and temporary Password, follow these steps to change your account password.

1. Open a web browser.
3. Click Log in with Account.

Figure 2.1
4. Enter **Username**.
5. Enter (temporary) **Password**.
6. Click **Log in**.

Figure 2.2
7. Click the **Username** at the top right of the screen.

![Figure 2.3](image-url)
8. Click **Change Password**.

![Figure 2.4](image-url)
9. Enter (temporary) Old Password.
10. Enter new Password.
11. Enter Password confirm.
12. Click OK.

Figure 2.5

Enter temporary password. Enter new password. Confirm new password. Click OK.
13. Click **Save**.

![Figure 2.6](image)

You may now access NCLOR with your **Username** and new **Password**.

**Note:** Please make a note of your **Username** and **Password**. If you forget your password, you must access [http://explorethelor.org/](http://explorethelor.org/) and click **Lost password?** Follow the steps to have your password reset by the NCLOR Administrator. Your password may not be reset immediately. The CIS Help Desk will not be able to reset your password as your password is unique to you.

### 3 Frequently Asked Questions

Before you contact the CIS Help Desk with questions or problems with the NCLOR, refer to the document titled **Frequently Asked Questions CIS Documentation in the NCLOR** for questions and solutions about CIS Documentation in the NCLOR.