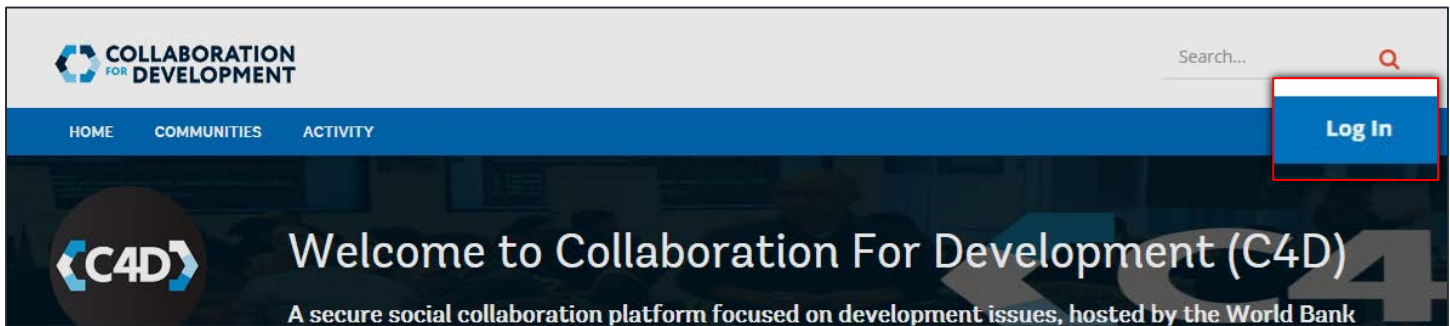


# Getting Started: Log on or Create Account

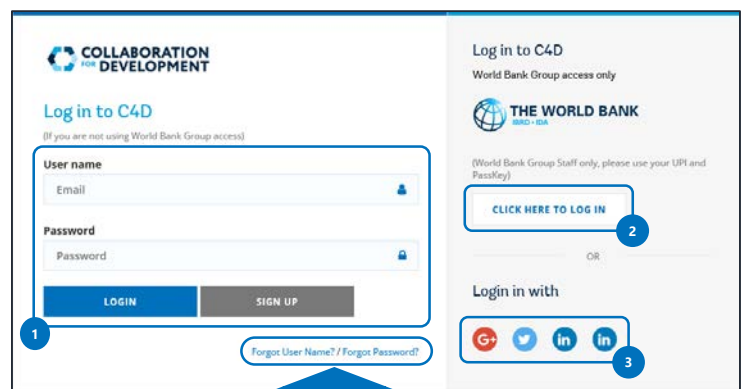


## Sign into C4D

To begin, on the right side of the top menu below the **Search...** box, click **Log In**. The **Log in to C4D** page appears. This page allows you to create an account, log in, or retrieve your credentials.

You can log into C4D using the following types of credentials:

- 1 Using your C4D user name and password (click the **SIGN UP** button to register your account first)
- 2 Using your World Bank UPI and password (single sign-on available if you are connected to the World Bank network)
- 3 Using a social account (e.g. your Google+, Twitter, Facebook, or LinkedIn account)

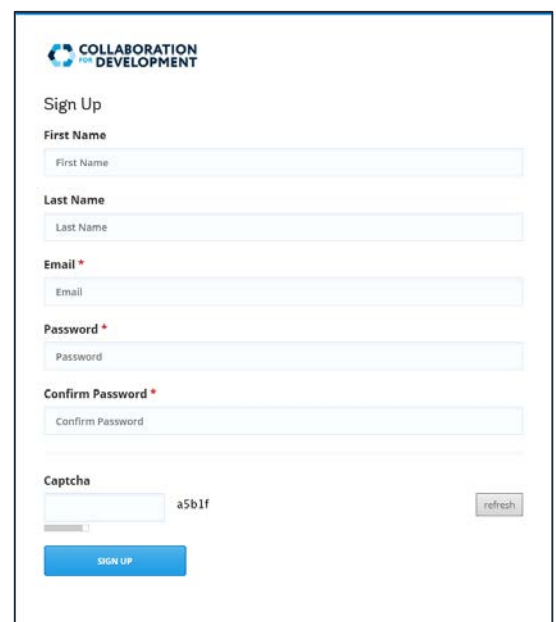


### Recover your Credentials

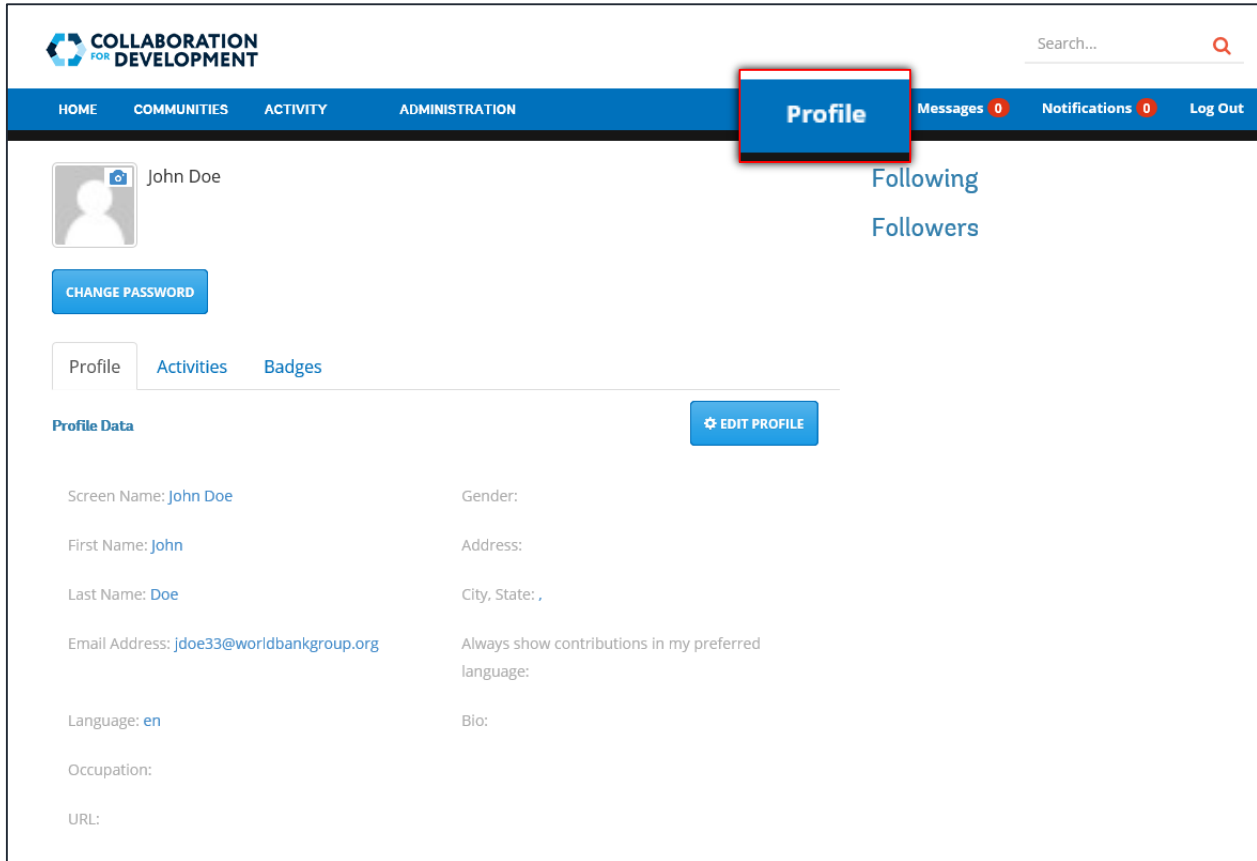
If you have forgotten your user name or password, click the desired link to retrieve the credential in an email.

## Register Your Account

1. To begin, on the right side of the top menu, below the **Search...** box, click **Log In**. The **Log in to C4D** page appears.
2. Click the **SIGN UP** button. The **Sign Up** page appears.
3. Enter the details, as required. All fields are mandatory.
4. In the **Captcha** box, type the captcha displayed on the right. If you would like to refresh the captcha, click the **Refresh** button.
5. Click the **SIGN UP** button to complete registration. You may now log in using your user name and password. When you log in for the first time, your profile is the first page to appear, by default.



# Manage Your Profile



## Your Profile

Your profile contains information associated with your account, including the information entered during registration, your profile picture, activities, and badges. You can access your profile at any time by clicking on **Profile** on the top menu. It is recommended that you update your profile after registration.

### Profile Picture

Click the camera icon (  ) to upload or update your profile picture.

### Change Password (button)

Click the **CHANGE PASSWORD** button to change your C4D account password.

### Profile (tab)

This tab contains the information and preferences associated with your account.

Click the **EDIT PROFILE** button to update your personal and contact information, language preferences, and other profile information.

Click the **SAVE CHANGES** button when done.

### Activities (tab)

View the log of your recent activities.

### Badges (tab)

View the badges that you have earned in C4D. Badges are awarded, based on the activities you perform in C4D.

## Communities and Groups

Collaboration in C4D takes place through Communities and Groups. A Group can be created by the Platform Administrator or a Community Manager, and may contain one or more sub-Groups. Based on the type of membership, there are two categories of Groups in C4D:

### Private/Required Membership Groups

“Required Membership” groups, otherwise referred to as “Private” groups, require users to request for membership. Depending on the group settings, membership requests may require the approval of the Platform Administrator or Community Manager.

### Secret/Restricted Membership Groups

“Restricted Membership” groups, otherwise referred to as “Secret” groups are not visible to non-members. The Platform Administrator, Community Manager, Community Moderator, or Community Member can invite new members.

! Groups with “Public” access are not allowed in C4D.

## User Roles



### Platform Administrator

Can create, edit, and delete Groups within any Group or Community.



### Community Moderator

Can moderate the content posted by other users.



### Community Manager

Can create, edit, and delete Groups within the Group where they belong.

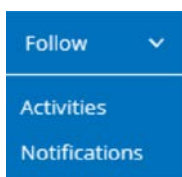


### Community Member

Can contribute content in a Group, follow or unfollow content for updates, and invite other users.

## Social and Accessibility Features

C4D includes several social and accessibility features to help you contribute to a Group or stay updated.



### Follow or Unfollow

You can “follow” any content type, item, Group, or Community having the **Follow** menu appearing next to it. You can receive updates as notifications or as activities on the **Activity** page.

### Commenting

You can post a comment on any content item, such as a blog article, forum post, or idea. For example, you can post a comment for a forum post in the **Post Reply** box.

### Translation (Multilingual Support)

C4D includes a dynamic translation feature to translate the content of any content item (such as a blog article) or comment. The **Translate** link becomes available next to any section of content appearing in a language other than the default language selected in your Profile. When you click **Translate**, the content is automatically translated to your default language, as specified in your Profile.



## Sections within a Group

A group ideally comprises the following sections, accessible from the Group-level menu:

| Section           | Description  |
|-------------------|--|
| Overview/About    | This is the first page that appears when you navigate to a group. It typically includes introductory information about the group.  |
| Members           | Displays the list of Platform Administrators, Community Managers, Community Moderators, and Community Members associated with the community or group. This page also includes a <b>Search...</b> box, which allows you to search for members.  |
| Invite Members    | Provides the ability to invite community members to the group.   |
| Approval          | Displays the list of requests for approval, along with the action taken by the Platform Administrators and Community Managers.   |
| Activity          | Displays recent activities in the group, organized under the following tabs: <ul style="list-style-type: none"> <li>• <b>All Activities</b>—Displays updates related to member activities within the group.</li> <li>• <b>My Activities</b>—Displays updates related to your activities within the group.</li> <li>• <b>Following</b>—Displays updates related to activities within the group, for sections and items for which you have selected <b>Follow → Activity</b>.</li> </ul> |
| Events            | Displays the upcoming events in the group, and lets you create events and add events to your calendar.   |
| Forum             | Displays the posts in the group forum and also lets you add new posts.   |
| Blogs             | Displays the blog articles posted in the group and also lets you add blog articles.  |
| Resources & Tools | Displays the files and folders added to the group, and also lets you create folders and upload files.  |
| New Idea          | Displays the ideas posted in the group and also lets you create new ideas.   |

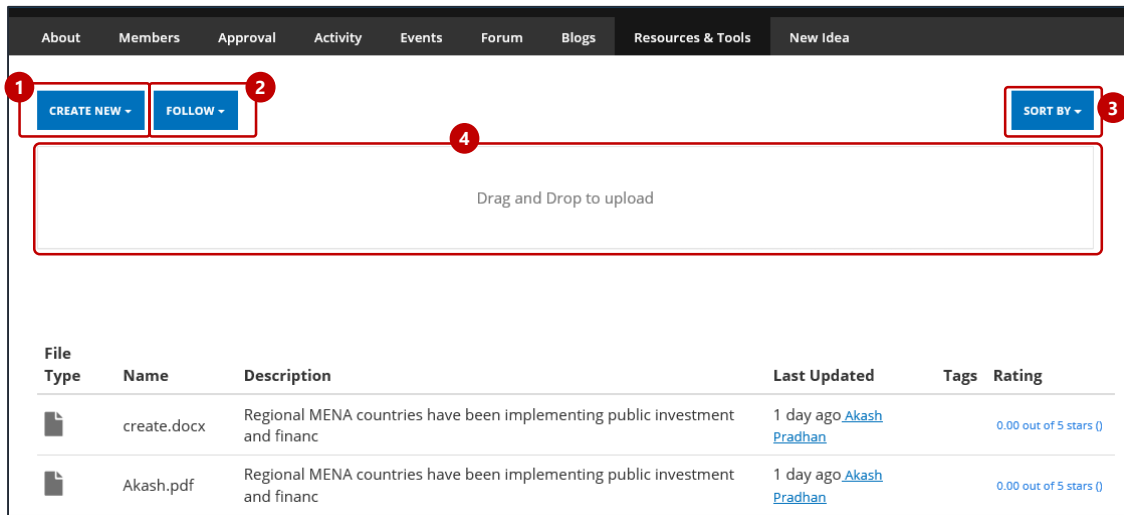
# Sample Activity: Blogs



To view the blog articles for a particular group, on the group-level menu, click **Blogs**. On the **Blog** page, if you have access, you can perform the following actions:

|  |   |
|--|---|
| <p><b>1</b> <b>Create a New Blog Article</b><br/>Click the <b>NEW ARTICLE</b> button. You can then specify the title, content, and tags for the article, and optionally attach a file.</p> <ul style="list-style-type: none"> <li>If you wish to publish the blog article immediately, in the <b>Publish</b> field, select <b>Immediately</b>, and then click the <b>PUBLISH</b> button.</li> <li>If you wish to save the blog article without publishing it, in the <b>Publish</b> field, select <b>Draft</b>, and then click the <b>PUBLISH</b> button.</li> <li>If you wish to automatically publish the blog article at a scheduled date and time in the future, in the <b>Publish</b> field, select <b>At scheduled date and time</b>, and then click the <b>PUBLISH</b> button.</li> </ul> | <p><b>3</b> <b>View Published, Draft, or Scheduled Blog Articles</b></p> <ul style="list-style-type: none"> <li>To view blog articles that are already published, click the <b>Published</b> tab.</li> <li>To view blog articles that have been saved as drafts, click the <b>Drafts</b> tab.</li> <li>To view blog articles that have been scheduled for publishing, click the <b>Scheduled</b> tab.</li> </ul>  |
| <p><b>2</b> <b>Follow Blogs for Updates</b><br/>Click the <b>FOLLOW</b> button. A menu appears, where you can select whether you wish to be notified via activities, notifications, or emails. A check box appears next to all the Follow options that you have selected for blogs.</p>  | <p><b>4</b> <b>Add a Comment</b><br/>To post a comment for the blog article, click <b>Leave a Comment</b> below the article.</p> <p><b>5</b> <b>View Comments on the Article</b><br/>To view the comments posted on the blog article, click <b>View Comments</b> below the article.</p> <p><b>6</b> <b>View Articles by Author, Tag, or Archival Period</b><br/>To view the articles posted by the author, click the name of the author under <b>Authors</b>. Similarly, to view the articles associated with a particular tag keyword, click the desired keyword under <b>Tags</b>. You can also view the archived topics for a month by clicking the desired month under <b>Archives</b>.</p> |

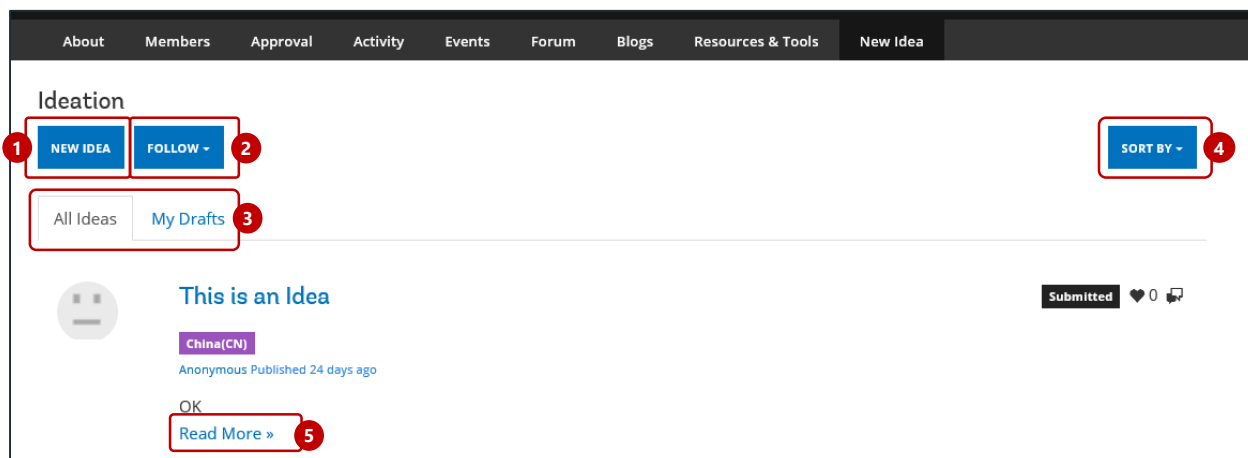
# Upload Documents



To view files uploaded for a particular group, on the group-level menu, click **Upload Documents**. On the page that appears, if you have access to the group, you can perform the following actions:

|  |   |
|--|---|
| <p><b>1</b> <b>Create a New Folder or Upload a New File</b><br/>Click the <b>CREATE NEW</b> button, and then click New Folder or <b>New File</b>.</p>  | <p><b>3</b> <b>Sort Order of Items</b><br/>Click the <b>SORT BY</b> button. A menu appears, where you can specify the order in which the items are displayed.</p>   |
| <p><b>2</b> <b>Follow Section for Updates</b><br/>Click the <b>FOLLOW</b> button. A menu appears, where you can select whether you wish to be notified via activities, notifications, or emails. A check box appears next to all the Follow options that you have selected for this section.</p> | <p><b>4</b> <b>Upload files</b><br/>To upload one file or multiple files at a time, drag and drop the files from your file manager (such as Windows Explorer) to the <b>Drag and Drop to upload</b> area.</p> |

# New Idea



To view the ideas posted for a particular group, on the group-level menu, click **New Ideas**. On the **Ideation** page, you can perform the following actions:

|   |  |
|---|--|
| <p><b>1</b> <b>Create a New Idea</b><br/>Click the <b>NEW IDEA</b> button. You can then specify the title, content, and tags for the article, and optionally attach a file. You can either publish the idea immediately, or save it as draft and publish it afterwards.</p>             | <p><b>3</b> <b>View All Published Ideas or Your Draft Ideas</b></p> <ul style="list-style-type: none"> <li>To view all ideas that are already published, click the <b>All Ideas</b> tab.</li> <li>To view ideas that you have saved as drafts and have not yet published, click the <b>My Drafts</b> tab.</li> </ul> |
| <p><b>2</b> <b>Follow Ideas for Updates</b><br/>Click the <b>FOLLOW</b> button. A menu appears, where you can select whether you wish to be notified via activities, notifications, or emails. A check box appears next to all the Follow options that you have selected for ideas.</p> | <p><b>4</b> <b>Sort Order of Ideas</b><br/>Click the <b>SORT BY</b> button. A menu appears, where you can specify the order in which the ideas are displayed.</p>  |
|   | <p><b>5</b> <b>Read Entire Idea</b><br/>The <b>Ideation</b> page displays a snippet of each idea, by default. To view the full content for an idea, click <b>Read More</b> below it.</p>   |

When you navigate to an idea by clicking **Read More**, you can perform the following actions by clicking the relevant option at the bottom of the page:

- **Flag** the idea
- **Delete** the idea
- **Edit** the content of the idea
- **Deny** the idea
- **Close** the idea
- Mark the idea as featured by clicking **Feature** or remove it from the list of featured ideas by clicking **Unfeature**
- **Review Idea** by providing review comments and setting the review status of the idea
- **Post a Reply** or comment

