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. Twitter, Facebook) account

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.

Recover your Credentials

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

<table>
<thead>
<tr>
<th>Profile Picture</th>
<th>Change Password (button)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the camera icon ( ) to upload or update your profile picture.</td>
<td>Click the <strong>CHANGE PASSWORD</strong> button to change your C4D account password.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Profile (tab)</th>
<th>Activities (tab)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This tab contains the information and preferences associated with your account.</td>
<td>View the log of your recent activities.</td>
</tr>
<tr>
<td>Click the <strong>EDIT PROFILE</strong> button to update your personal and contact information, language preferences, and other profile information. Click the <strong>SAVE CHANGES</strong> button when done.</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Badges (tab)</th>
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<tbody>
<tr>
<td>View the badges that you have earned in C4D. Badges are awarded, based on the activities you perform in C4D.</td>
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</table>
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:

**Public Membership**
“Public” all the group contents will be visible to public but groups still require users to request for membership to engage and participate in the group activity. Membership requests will automatically be approved by the system instantly.

**Private Membership**
“Private” groups require users to request for membership. Membership requests will require the approval of the Community Manager.

**Secret Membership**
“Secret” groups are not visible to non-members. The Community Manager and Community Moderator can invite new members.

### User Roles

**Platform Administrator**
Web CMS Support (C4D ITS team) Can create, edit, and delete Groups within any Group or Community.

**Community Moderator**
Can moderate the content posted by other users and invite new members.

**Community Manager**
Can modify homepage/About tab. Can moderate the content posted by other users and invite new members.

**Community Member**
Can contribute content in a Group, follow or unfollow content for updates, and cannot 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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview/About</td>
<td>This is the first page that appears when you navigate to a group. It typically includes introductory information about the group.</td>
</tr>
<tr>
<td>Members</td>
<td>Displays the list of Platform Administrators, Community Managers, Community Moderators, and Community Members associated with the community or group. This page also includes a <strong>Search...</strong> box, which allows you to search for members.</td>
</tr>
<tr>
<td>Invite Members</td>
<td>Provides the ability to invite community members to the group.</td>
</tr>
<tr>
<td>Approval</td>
<td>Displays the list of requests for approval, along with the action taken by the Platform Administrators and Community Managers.</td>
</tr>
<tr>
<td>Activity</td>
<td>Displays recent activities in the group, organized under the following tabs:</td>
</tr>
<tr>
<td></td>
<td>• <strong>All Activities</strong>—Displays updates related to member activities within the group.</td>
</tr>
<tr>
<td></td>
<td>• <strong>My Activities</strong>—Displays updates related to your activities within the group.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Following</strong>—Displays updates related to activities within the group, for sections and items for which you have selected <strong>Follow → Activity</strong>.</td>
</tr>
<tr>
<td>Events</td>
<td>Displays the upcoming events in the group, and lets you create events and add events to your calendar.</td>
</tr>
<tr>
<td>Forum</td>
<td>Displays the posts in the group forum and also lets you add new posts.</td>
</tr>
<tr>
<td>Blogs</td>
<td>Displays the blog articles posted in the group and also lets you add blog articles.</td>
</tr>
<tr>
<td>Resources &amp; Tools</td>
<td>Displays the files and folders added to the group, and also lets you create folders and upload files.</td>
</tr>
<tr>
<td>New Idea</td>
<td>Displays the ideas posted in the group and also lets you create new ideas.</td>
</tr>
</tbody>
</table>
To view the events for a particular group, on the group-level menu, click **Events**. On the **Events** page, you can perform the following actions:

**Create a New Event**
- Click the **NEW EVENT** button. You can then specify the event details, such as the event title, description, location, tags, type, and schedule. You can also attach a document and a cover image for the event.

**Follow Events for Updates**
- Click the **FOLLOW** 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 events.

**View Event Calendar**
- Click the **CALENDAR VIEW** button to view the calendar of upcoming events.

**Search Events**
- You can search for an event by using search keywords, tags, or the date range of occurrence of the event.

**Add Event to Calendar**
- If you wish to receive reminders related to an event, you can add it to your Google, Yahoo!, iCal, or Outlook calendar by clicking the **ADD TO CALENDAR** button, and then selecting the desired calendars.

**Add a Comment**
- To add a comment to an event, click **Add comment**.
To view the forum posts for a particular group, on the group-level menu, click Forum. On the Topics page, you can perform the following actions:

1. **Create a New Forum Post**
   - Click the **NEW POST** button. You can then specify the title, content, and tags for the post. You can also attach a file to the new post.

2. **Follow Forum for Updates**
   - Click the **FOLLOW** 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 the forum.

When you navigate to a topic, you can perform the following actions by clicking the relevant option at the bottom of the page:

- **Flag** the topic
- **Delete** the topic
- **Edit** the content of the topic
- **Deny** the topic
- **Close** the topic
- **Unpin** the topic, so it does not appear at the top of the Topics page
- **Mark** the topic as featured by clicking **Feature** or remove it from the list of featured topics by clicking **Unfeature**
- **Post a Reply** or comment
To view the blog articles for a particular group, on the group-level menu, click **Blogs**. On the **Blog** page, you can perform the following actions:

1. **Create a New Blog Article**
   - Click the **NEW ARTICLE** button. You can then specify the title, content, and tags for the article, and optionally attach a file.
   - If you wish to publish the blog article immediately, in the **Publish** field, select **Immediately**, and then click the **PUBLISH** button.
   - If you wish to save the blog article without publishing it, in the **Publish** field, select **Draft**, and then click the **PUBLISH** button.
   - If you wish to automatically publish the blog article at a scheduled date and time in the future, in the **Publish** field, select **At scheduled date and time**, and then click the **PUBLISH** button.

2. **Follow Blogs for Updates**
   - Click the **FOLLOW** 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.

3. **View Published, Draft, or Scheduled Blog Articles**
   - To view blog articles that are already published, click the **Published** tab.
   - To view blog articles that have been saved as drafts, click the **Drafts** tab.
   - To view blog articles that have been scheduled for publishing, click the **Scheduled** tab.

4. **Add a Comment**
   - To post a comment for the blog article, click **Leave a Comment** below the article.

5. **View Comments on the Article**
   - To view the comments posted on the blog article, click **View Comments** below the article.

6. **View Articles by Author, Tag, or Archival Period**
   - To view the articles posted by the author, click the name of the author under **Authors**. Similarly, to view the articles associated with a particular tag keyword, click the desired keyword under **Tags**. You can also view the archived topics for a month by clicking the desired month under **Archives**.
Upload Documents

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

1. **Create a New Folder or Upload a New File**
   Click the **CREATE NEW** button, and then click New Folder or **New File**.

2. **Follow Section for Updates**
   Click the **FOLLOW** 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.

3. **Sort Order of Items**
   Click the **SORT BY** button. A menu appears, where you can specify the order in which the items are displayed.

4. **Upload files**
   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 **Drag and Drop to upload** area.

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<table>
<thead>
<tr>
<th>File Type</th>
<th>Name</th>
<th>Description</th>
<th>Last Updated</th>
<th>Tags</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>create.docx</td>
<td>Regional MENA countries have been implementing public investment and financ</td>
<td>1 day ago Akash Radhan</td>
<td>0.00 out of 5 stars ()</td>
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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:

1. **Create a New Idea**
   - Click the **NEW IDEA** 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.

2. **Follow Ideas for Updates**
   - Click the **FOLLOW** 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.

3. **View All Published Ideas or Your Draft Ideas**
   - To view all ideas that are already published, click the **All Ideas** tab.
   - To view ideas that you have saved as drafts and have not yet published, click the **My Drafts** tab.

4. **Read Entire Idea**
   - The **Ideation** page displays a snippet of each idea, by default. To view the full content for an idea, click **Read More** below it.

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