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| **1.** **2.**   **3.**  4.5. 1. Fill out required registration fieldsThe screenshot on the left represents the last step in your registration process. Fill in all the fields: record your username and password in a secure place. Pay particular attention to the selection of the password: the password has to be strong enough, otherwise the system will not allow you to proceed. A strong password should have at least 8 characters and be made up of at least three of the following four types:
	1. Lower case letters (a-z)
	2. Uppercase letters (A-Z)
	3. Numeral (0-9)
	4. Punctuation or other (!,&,%,#,@....sure )
2. Click [Create Account] to finish

6.  | 1. From the “Global Practices & Cross-Cutting Solutions Areas” homepage. Click the ‘Introduce Yourself” icon located in the middle column at the middle of the page.
2. From the “Global Practices & Cross-Cutting Solutions Areas” homepage. Click the ‘Introduce Yourself” icon located in the middle column at the middle of the page.
3. Enter the Web address for the Collaboration for Development platform in your browser.The URL is “collaboration.worldbank.org”
4. Once on the homepage. Click ‘LOG IN/Register” in the Right column of the webpage under ‘quick links’.
5. Type email [you would like to be used for communication] in the [Register Via Email] section and click on [Confirm Address]. Check your email account for a message with further instructions. If you don’t receive a confirmation message within minutes, please check your Spam filter. Once you have located the confirmation email, you can add [Collaboration 4 Development] to the contact list, this will make sure that future messages from Collaboration for Development will not be filed in you Spam folder.
6. When you are ready to proceed with the registration process please click on the link provided in your confirmation email.
7. From the “Global Practices & Cross-Cutting Solutions Areas” homepage. Click the ‘Introduce Yourself” icon located in the middle column at the middle of the page.
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