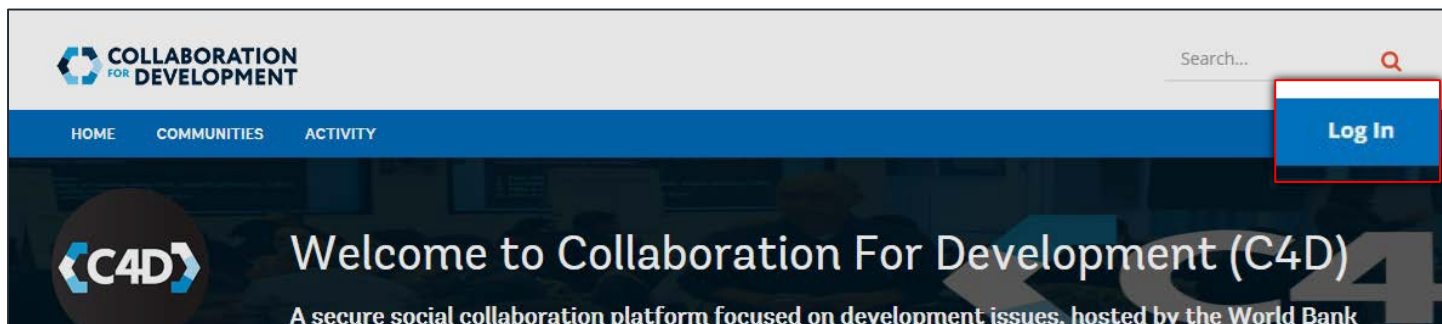# Getting Started: Log on or Create Account
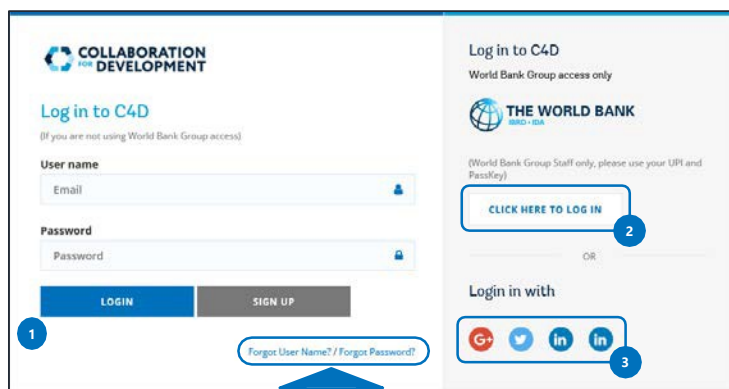

Sign into C4D

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)


**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.
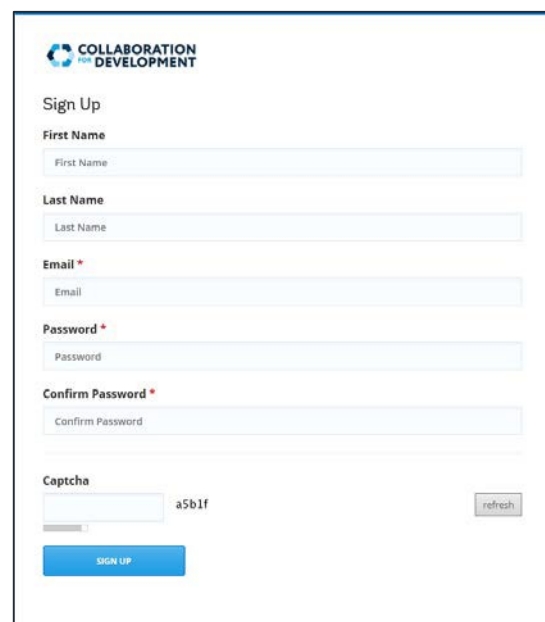
Manage Your Profile
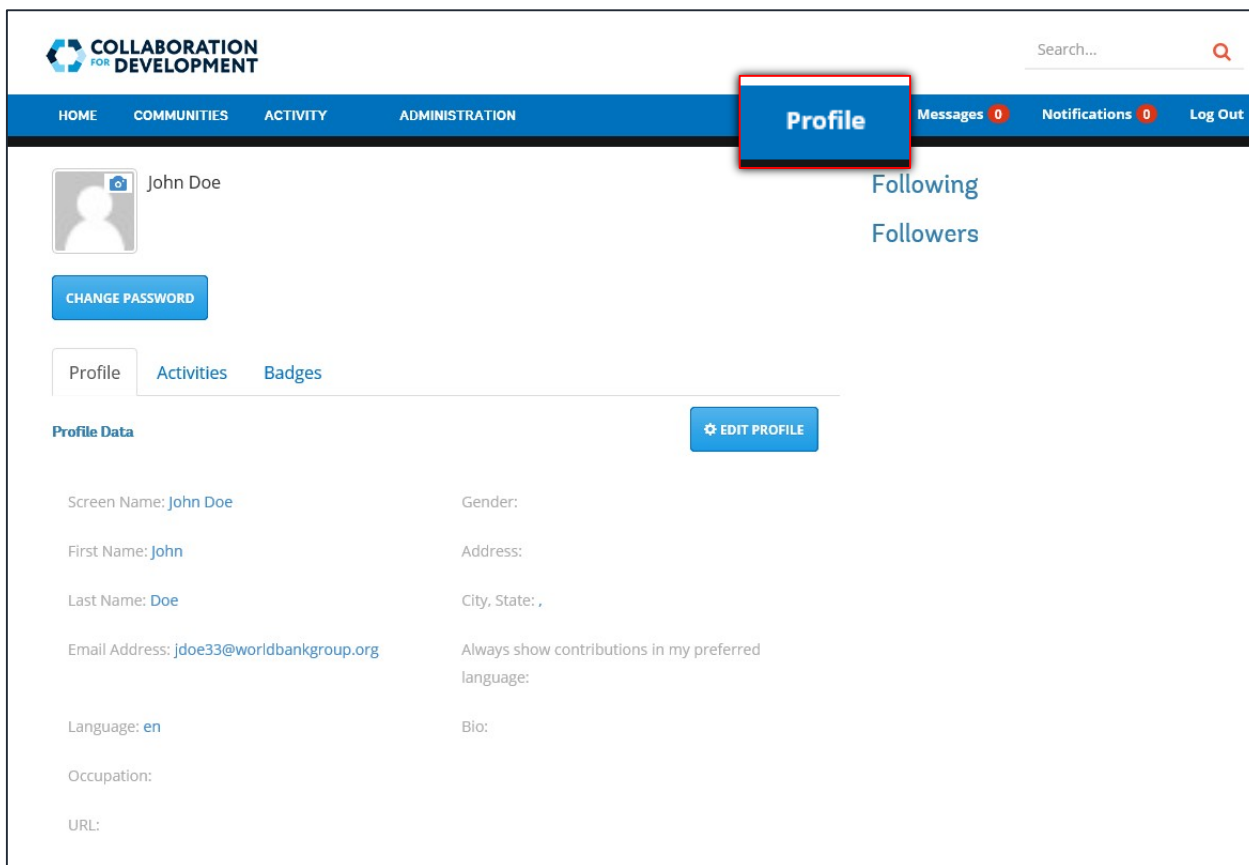
Your Profile

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:

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.
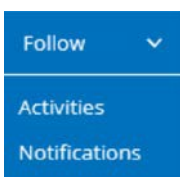
Community Member

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
Activities
Notifications

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.

Au cours des prochains mois, la WCF et ses partenaires d'IDH Sustainable Trade Initiative seront mobilisés pour appuyer une structure de gouvernance de partenariat public-privé et des groupes de travail techniques et faire des propositions concrètes sur trois questions liées à la déforestation : protection et restauration des forêts, productivité et inclusion sociale. À chaque étape, des représentants du gouvernement, de la Banque mondiale et de nos entreprises membres sont consultés pour s'assurer que la soutenabilité du cacao, la santé de la planète et la prospérité des producteurs de cacao vont de pair.

Feature   Translate

Akash Pradhan   Replied 30 days ago

رسالة مجموعة البنك الدولي

Translate

1

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 **Search…** 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: • **All Activities**—Displays updates related to member activities within the group. • **My Activities**—Displays updates related to your activities within the group. • **Following**—Displays updates related to activities within the group, for sections and items for which you have selected **Follow → Activity**.
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.

Events
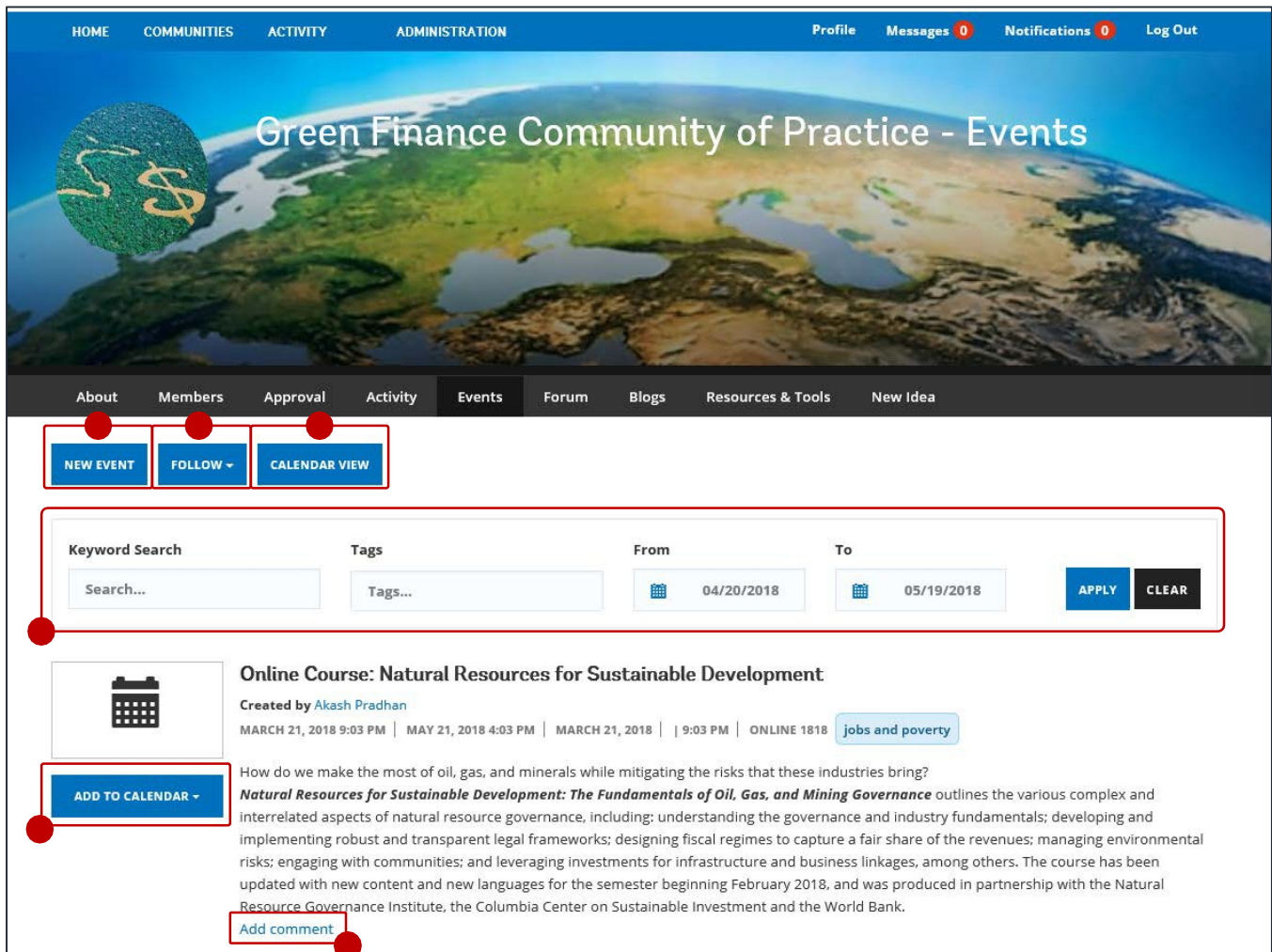
To view the events for a particular group, on the group-level menu, click **Events**. On the **Events** page, you can perform the following actions:

|	
● **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.	● **Search Events** You can search for an event by using search keywords, tags, or the date range of occurrence of 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.	● **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.
● **View Event Calendar** Click the **CALENDAR VIEW** button to view the calendar of upcoming events.	● **Add a Comment** To add a comment to an event, click **Add comment**.

Forum

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:

❶ Create a New Forum Post	❷ Follow Forum for Updates
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.	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
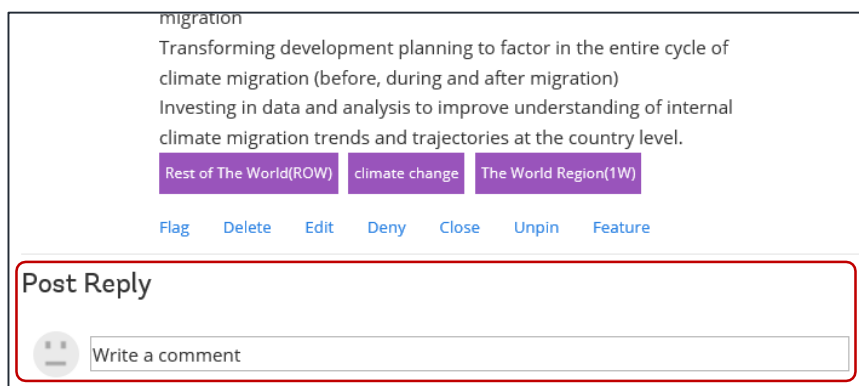
Blogs

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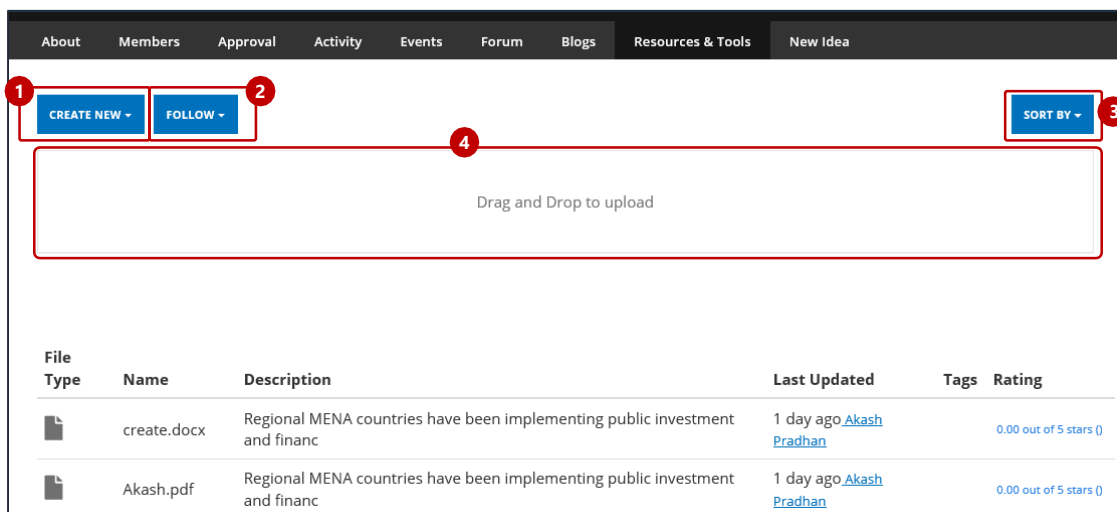
To view files uploaded for a particular group, on the group-level menu, click **Upload Documents**. On the page that appears, you can perform the following actions:

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

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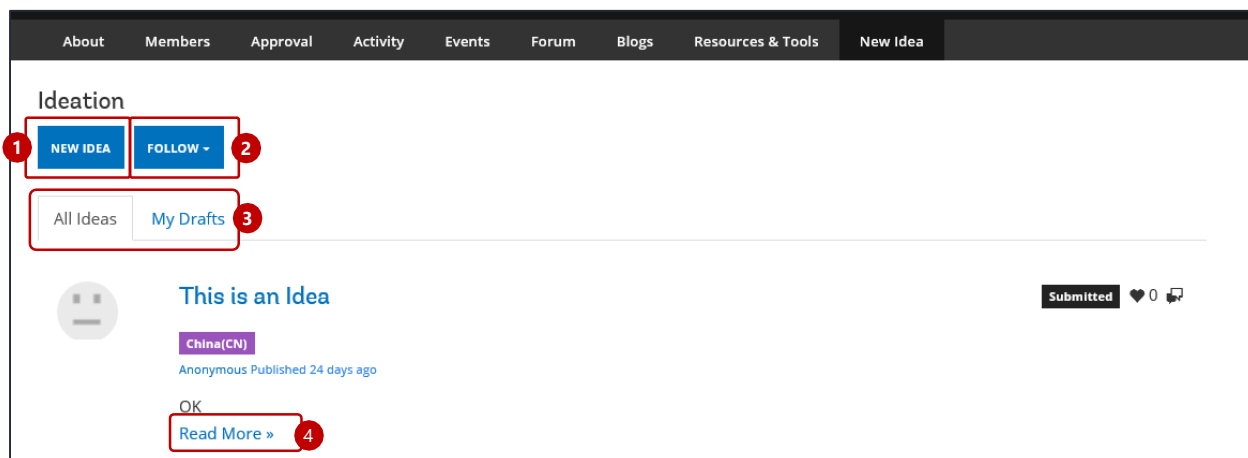
To view the ideas posted for a particular group, on the group-level menu, click **New Ideas**. On the **Ideation** page, you can perform the following actions:

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.	**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.
Follow Ideas for Updates **2** 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.	**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