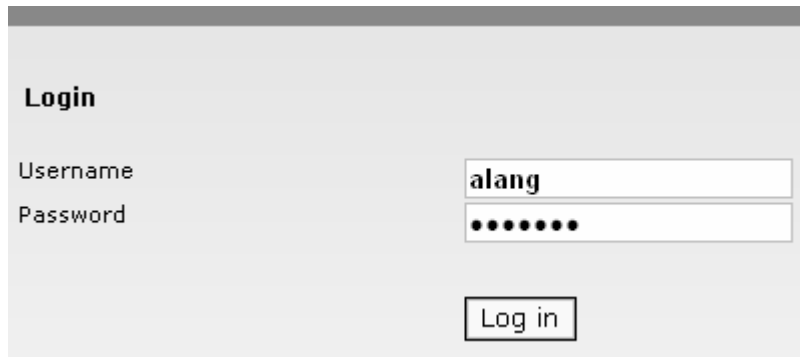


WARP-MSP New User Quick Start Guide

Logging On for the first time

After you have entered the URL of your WARP into your browser you will be presented with the login page:

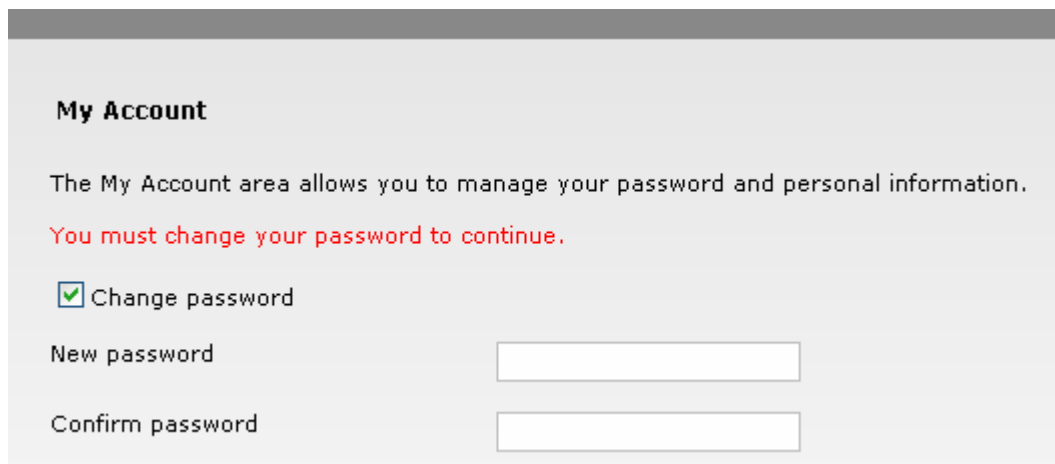


Login

Username

Password

Enter the username and password supplied by your WARP Operator and click “Login”. You will be asked to change the password to one of your own choice:



My Account

The My Account area allows you to manage your password and personal information.

You must change your password to continue.

Change password

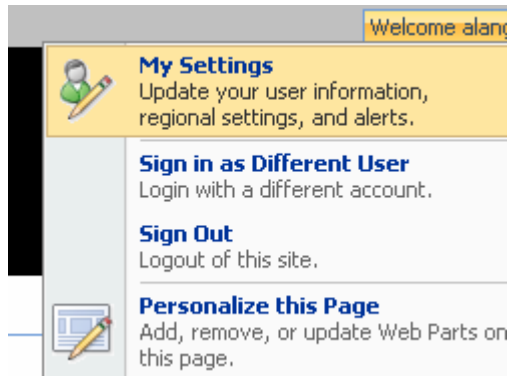
New password

Confirm password

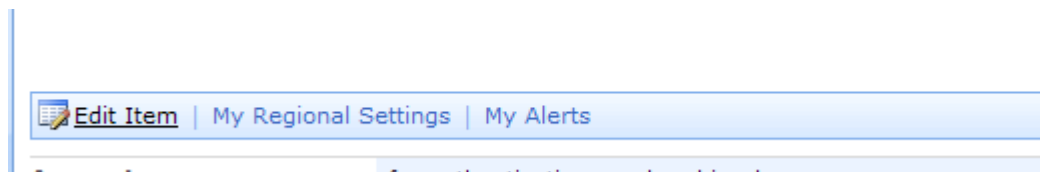
Enter and confirm your new password and click “Save Changes” to get to the WARP home page.

Updating your settings

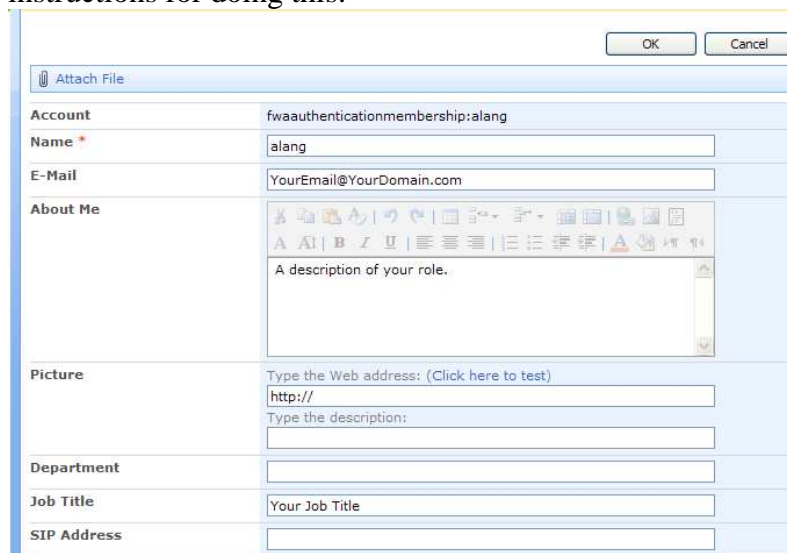
You should change your user settings to enable your fellow WARP members to identify you and make contact. To do this select “My Settings” from the drop down menu that opens when you click on the “Welcome <username>” button on the top right corner of the homepage:



On the “My Settings” page select “Edit Item”:

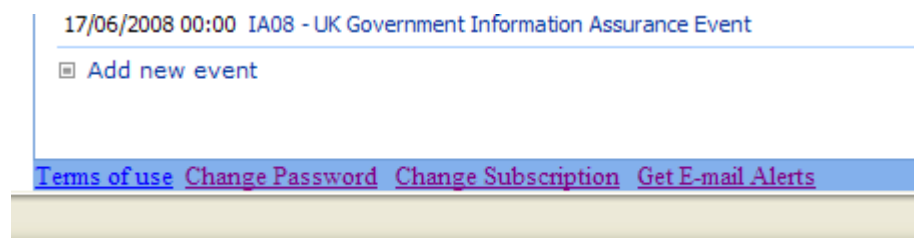


Update the fields in the Edit Item form and click “OK” when you have finished. Make sure you enter a valid e-mail address - this will allow you to receive e-mail alerts if content on the site is updated. It is a good idea not to enter the optional picture setting until you are more familiar with the system, the full user guide includes instructions for doing this.

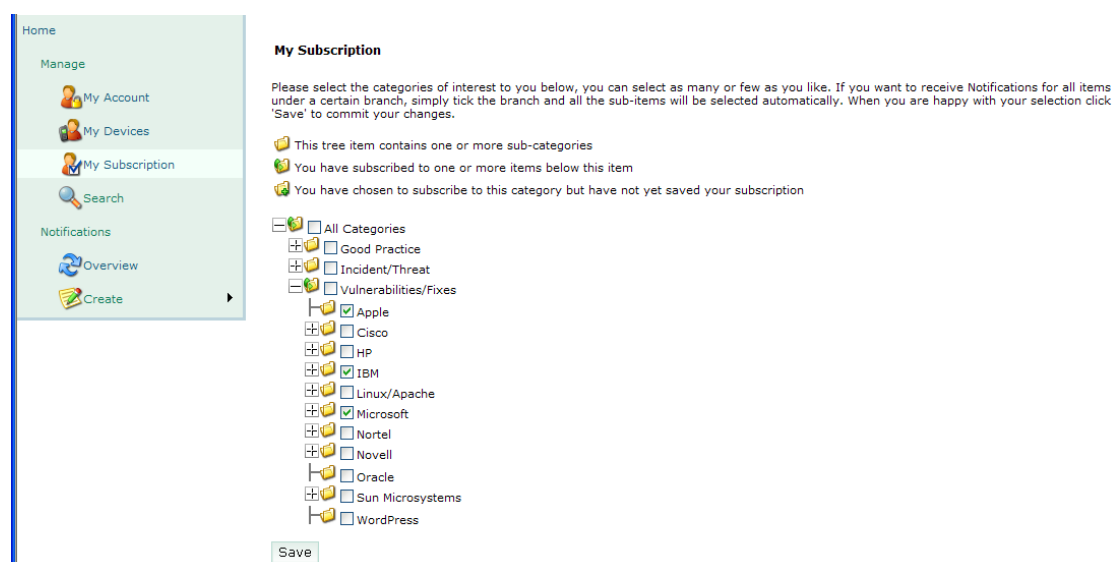
A screenshot of a web form titled 'Attach File'. The form contains several fields: 'Account' (fwaauthenticationmembership:alang), 'Name' (alang), 'E-Mail' (YourEmail@YourDomain.com), 'About Me' (a rich text editor with a toolbar and the text 'A description of your role.'), 'Picture' (a field for a web address starting with 'http://'), 'Department', 'Job Title' (Your Job Title), and 'SIP Address'. There are 'OK' and 'Cancel' buttons at the top right of the form.

Changing your alert subscription

When you first get your WARP account, all WARP advisories will be shown in the notifications box on the home page. You may well not be interested in all the information presented in this way. You can filter out advisories that you do not wish to see by updating your subscription. To do this, click on the “Change Subscription” link at the bottom of the homepage:



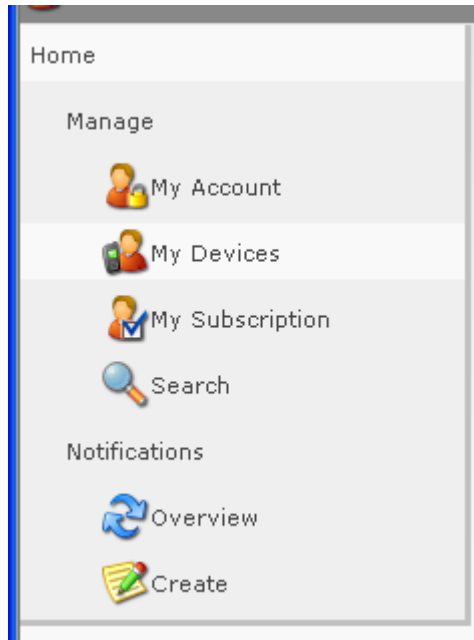
A new browser window or tab will open at the “My Subscription” page. Follow the onscreen instructions to expand and collapse tree branches and subscribe to the desired categories. Click “Save” to update the subscription:



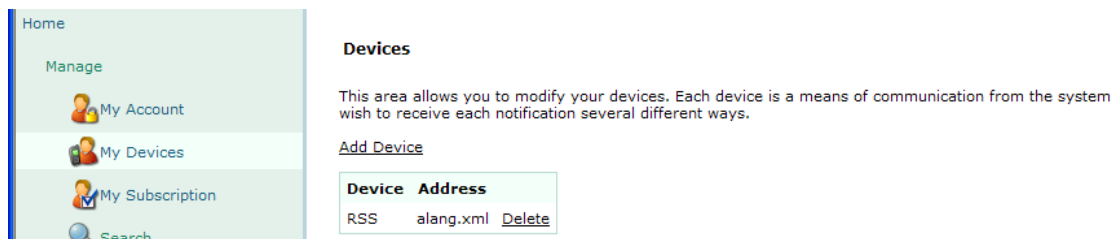
Having saved your changes you will be returned to a list of recent notifications. Keep this window open, and proceed to the next section.

Getting E-mail Alerts

In order to find out about new advisories when they are created, you should enable e-mail alerts. To enable e-mail alerts select the “My Devices” from the menu on the left:



The “Devices” page will show just the RSS device - do not delete this entry as it used to display the list of notifications on your homepage.



To add e-mail alerting click “Add Device”, select either HTML or Plain-text e-mail from the drop down box, and enter a valid e-mail address in the field provided, then select “Add Device”:



After you have setup e-mail alerts you can close the current window, and return to the WARP homepage.

Logging Out

To log out, select “Sign-Out” from the “Welcome <username>” menu on the top right of the homepage, see below.

