

## Leadership Roundtable (LRT)

### **Quick Reference: Accessing the online learning space**

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This Quick Reference describes how to access the learning space for the current session of the Niagara Leadership Roundtable.

You can access the Niagara LRT # 3 learning space if you are a member of and signed into MyLeadership.com. If you are not, follow the instructions below.

Please bookmark these URLs for future reference:

1. <http://www.myleadership.com> - Access to sign-in / registration and the MyLeadership site.
2. <http://niagara.myleadership.com> - Access to the Niagara Leadership Roundtable learning space.

#### **A. Who should register on the MyLeadership website?**

You should register on the MyLeadership website if:

- You have never registered on the MyLeadership site before.
- You have not used the MyLeadership website in the last two years.
- You are unsure if you have an account with MyLeadership.

If you know that you already have an active account on the site, please go to Section C.

#### **B. How do I complete the registration process?**

First, become a member of Myleadership.com.

Step 1: Point your web browser to <http://www.myleadership.com>. The registration instructions are provided online or go to step 2 below.

Step 2: Click “join” in the top menu of myleadership.com (you are already in the website from step 1).

Step 3: Click “register” (first time group members). Ignore all information on the left hand side describing \$49.95 for a subscription, etc.

Step 4: “First Time Group Members”, enter the following information:

Group ID: niart3

Validation ID: rtthree

Teams 1-5 = current participant of the LRT

Team 11= graduates of the LRT

Team 9 = CMT, Planning Team and Facilitators

Step 5: Click, “Continue Group Membership”.

**Step 6:** Review the “Terms and Conditions”. If you accept, select “I agree”. If you do not accept, you cannot continue with the registration process.

**Step 7:** Enter your email address and a password of your choosing to create an account. If you receive the error message “your email address is already in use”, this means that you already have an account with the MyLeadership site. Please stop registering and see Section E below.

Your registration is now complete. Notice that the tab at the top of the page says “sign out”. That means you are “signed in”.

If you encounter difficulties, email [support@myleadership.com](mailto:support@myleadership.com) . Describe your problem as specifically as possible.

### **C. How do I access the Roundtable learning space?**

Access the learning space by pointing your browser to <http://niagara.myleadership.com>. We suggest that you bookmark this URL for future reference.

You should now be in the learning space.

If you see instructions asking you to register for the Roundtable, and you have already completed the registration process, click on the “refresh” button at the top of your web browser.

If you continue to see instructions asking you to register for the Roundtable, you need to enable both “cookies” and “javascript” in the Internet options of your web browser. Please contact [support@myleadership.com](mailto:support@myleadership.com) if you need more information.

### **D. What do I do if I am already a member?**

If you are already a member of MyLeadership, sign in rather than register when you want to access the learning space.

- Point your browser to <http://www.myleadership.com>. We suggest that you bookmark this URL for future reference. Select “Sign In” at the top of the web page.
- Type in your ID and Password, and click on the “Sign In” button.

If you have trouble signing in, please see Section E for information on finding your ID and password.

When you have successfully signed in, you will see the “Welcome to MyLeadership” page. At this point, you can either view the content of MyLeadership.com, or you can visit the Niagara learning space by pointing your web browser to <http://niagara.myleadership.com>.

### **E. What if I have forgotten my ID and password?**

If you have forgotten your ID and password, you can get an automated response from the MyLeadership site that will provide you with this information.

Go to <http://myleadership.com> and select "Sign In" at the top of the web page.

Click on the link related to forgotten passwords.

Enter your email address. Click on the "Send request" button. A message should arrive in your inbox within a few minutes. Use the ID and password information to sign in to the site as described in Section D.

This will only work if you have an account with the MyLeadership site registered for the email address supplied above. If the system cannot find your address, please follow the instructions on registering in Section A.

### **F. How do I get further assistance?**

If none of the above applies and your situation has not been resolved, please send an email to [support@myleadership.com](mailto:support@myleadership.com) outlining the nature of your problem.