GETTING STARTED WITH eXtension

eXtension is an Internet-based collaborative learning environment where Land Grant University content experts exchange trusted, research-based knowledge, build knowledge repositories, and engage with the public to help solve real challenges in near real-time. eXtension is a critical part of the Cooperative Extension System.

GETTING AN ID AND CREATING A PROFILE: STEP-BY-STEP

For New Member Sign Up
1. Sign up for eXtension by filling out the profile at https://people.extension.org/signup.
2. Click the “I’m eligible, Sign me up!” button, then fill in the required fields.
3. Even though it’s not required, we recommend entering your preferred phone number, title, and time zone.
4. Click on ‘Position’, which makes it easier for people to find you as a potential collaborator.
5. Under ‘Location’, click your state in the drop-down box. This then allows you to click on your county, and your institutional affiliation. Please indicate your University so you become listed with others from your institution.
6. NOTE: You will want to check with your administration regarding where your institution is with the Institutional Agreement and how you should handle the eXtension Contributor Agreement.

Forgot Your ID or Password?
1. Go to the log-in page at http://people.extension.org/, and click “Forgot password?” You'll be asked to enter your eXtension ID or the email you used to register when you first signed up. You’ll be emailed directions for resetting your password.
2. If you don't know what email address you used when you signed up, go to the sign up page at https://www.extension.org/people/signup and proceed as if you are signing up for the first time. If you use the same email you used before, you’ll be alerted that you are already a member. Then you can go back to step one and enter in your email in order to reset your password. If you don't know what email you used, click Contact Us at the bottom of the page and submit a request for help.

What’s Next?
Explore the resources eXtension offers. Following are links to the public sites and on the next page are links to key internal sites of eXtension.

GO EXPLORING!
The Public Sites of eXtension:

About (http://about.extension.org)
Links to current information about eXtension and its benefits.

Ask an Expert (http://ask.extension.org)
See expert answers to questions submitted from the public. Where a person can enter a question to get an answer from a national expert. Sign in with your eXtension ID to update your profile and settings and to answer or reassign questions.

Campus (http://campus.extension.org)
A variety of courses on eXtension, national Extension issues, using Moodle, and specific content topics.

extension.org (http://www.extension.org)
Since most people use search engines to find answers, they will usually enter eXtension.org through a landing page, and explore further if the information they find meets their needs and interests. Go explore!

Learn (http://learn.extension.org)
eXtension’s professional development site is open to everyone! More and more of eXtension's learning opportunities are available to the public, and to Cooperative Extension faculty and staff. Explore! You’ll find a schedule of professional development and public webinars, recordings of eXtension webinars, opportunities to interact with participants and engage in sensemaking.

Search (http://search.extension.org)
Easy search access to resources provided by your Land-Grant institutions. Custom Google search of 1000+ Cooperative Extension Web sites.
The Professional (Internal) Side of eXtension: Major Components

The internal side of eXtension consists of several sites. Some of the sites are open to the public while a few are password-protected and accessible only to professionals associated with Extension systems nationwide (including Master Gardeners and other volunteers) with an eXtensionID. Anyone with access can add information or make changes in the content creation tools. The chart below contains links to and descriptions of key tools on this internal side of eXtension. Spend some time exploring each of these useful links.

<table>
<thead>
<tr>
<th>Site</th>
<th>Description</th>
<th>What You Can Find There</th>
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<tbody>
<tr>
<td><strong>People</strong></td>
<td>Establish your eXtension ID, join Communities of Practice and maintain your profile information.</td>
<td>• ‘My Profile’ tab, to view &amp; edit your personal &amp; public profiles, &amp; find your Open ID URL; add your interests and your social network identities (Facebook, Twitter, and many more)</td>
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<tr>
<td><a href="https://people.extension.org/">https://people.extension.org/</a></td>
<td></td>
<td>• ‘Communities’ tab, to see &amp; join a list of communities (for informal collaboration), &amp; a list of Communities of Practice (formalized &amp; content-focused)</td>
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<td></td>
<td></td>
<td>• ‘Find Colleagues’ tab to search by name, topic, institution, etc.</td>
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<td></td>
<td></td>
<td>• Links to lots of other information &amp; metrics about eXtension</td>
</tr>
<tr>
<td><strong>Content Management System</strong></td>
<td>Internal eXtension site for collaboration</td>
<td>• All current and past information about eXtension</td>
</tr>
<tr>
<td><a href="http://create.extension.org">http://create.extension.org</a></td>
<td></td>
<td>• Links to all CoPs</td>
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<tr>
<td></td>
<td></td>
<td>• Tools to collaboratively generate educational products, including articles and FAQs</td>
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<tr>
<td></td>
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<td>• CoP resources</td>
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<tr>
<td></td>
<td></td>
<td>• A search to find expert answers to common questions</td>
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