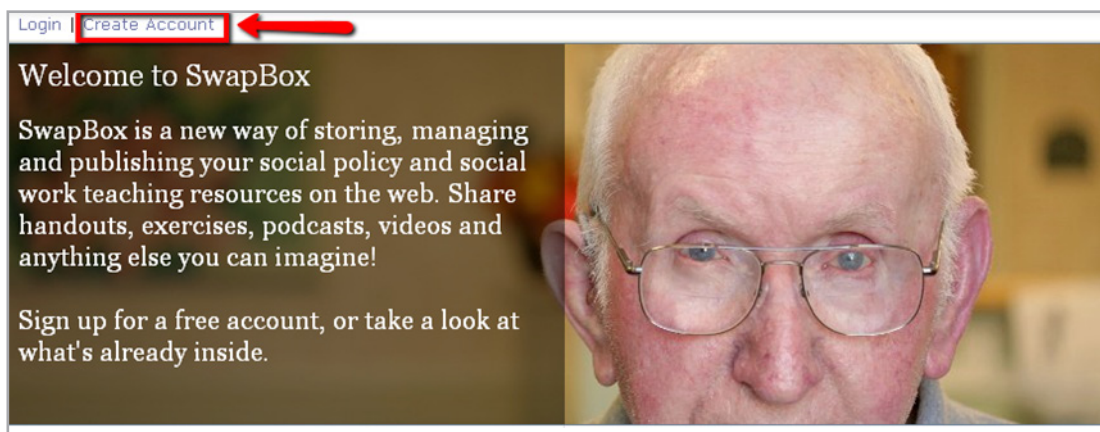# SWAP Box

Registering on SWAPBox

This guide covers:

• How to register for SWAPBox

Other guides you might be interested in are: Modifying your profile, Conducting searches, Using your Inbox.

To register as a member on SWAPBox:

Select 'Create Account'

Complete all the fields as demonstrated in the example below, then click register.

The Higher Education Academy   JISC

You will now receive the following email message:

Password Activation

Dear User,

Thank you for your interest in SwapBox.

You now need to activate your password. This will expire in 1 week.

Your username is: **jules.newman**.

After you have successfully confirmed your password, you can deposit items here.

Click on 'activate your password' to be taken to your 'Personal Details' page in SWAPBox, where you can complete and amend your profile details.

Personal Details

	Title	Given Name / Initials	Family Name
⭐ Name:	Dr	Jules	Newman

Where do I go from here?
For information on how to make the most of the options available to you in the profile section, please read the 'How to' guide on modifying your profile.