

GETTING STARTED WITH eXtension

eXtension: an internet-based collaborative environment where Land Grant University content experts exchange research-based knowledge, build knowledge repositories, and link with the public to help solve real challenges in real time.

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

For New Member Signup

1. Sign up for eXtension by filling out the profile at <https://www.extension.org/people/signup>.
2. Click the “I’m eligible for an eXtensionID, 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. 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 as part of your institutional team.
5. Click on ‘Position’, which makes it easier for people to find you as a potential collaborator.
6. At the very end you can check the box “Subscribe me to the eXtension.org ‘announcements’ mailing list” if you’d like to receive periodic emails about webinars and other opportunities.
7. **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 login page at <http://people.extension.org/>, and click “Forgot your password?” You’ll be asked to enter your eXtension ID OR the email you used to register with 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 to sign up with, 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.

What’s Next?

The chart on the next page gives a link to the public side and links to key sites on the internal side of eXtension.

GO EXPLORING!

The Public (External) Side of eXtension—<http://www.extension.org>

Since most people use search engines to find answers, they will usually enter eXtension through a landing page, and explore further if the information they find meets their needs. Go explore!

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

Site	Description	What You Can Find There
People https://people.extension.org/	Establish your eXtension ID, join Communities of Practice and maintain your profile information.	<ul style="list-style-type: none"> • ‘My Profile’ tab, to view & edit your personal & public profiles, & find your OpenID URL; add your interests and your social network identities (Facebook, Twitter, and many more) • ‘Communities’ tab, to see & join a list of communities (for informal collaboration), & a list of CoPs (formalized & content-focused) • ‘Find Colleagues’ tab to search by name, topic, institution, etc. • Links to lots of other information & metrics about eXtension
About eXtension http://about.extension.org/	Internal eXtension home site	<ul style="list-style-type: none"> • The ‘Ask an Expert’ (AaE) widget, where you can enter a question to get an answer from a national expert • Links to current information about eXtension & its benefits
Content Management System http://create.extension.org	Internal eXtension main site	<ul style="list-style-type: none"> • All current and past information about eXtension • Links to all CoPs • Tools to collaboratively generate educational products, including articles and FAQs • CoP resources • A search to find expert answers to common questions
Professional Development http://learn.extension.org	List of past & future sessions	<ul style="list-style-type: none"> • Schedule of professional development webinars • Recordings of eXtension webinars
Ask an Expert (AaE) http://aae.extension.org/	AaE main page	<ul style="list-style-type: none"> • A list of incoming questions waiting to be answered • A link to set your preferences for answering questions (click ‘preferences’ in upper right corner) • A link to see AaE reports for yourself, your state, or others (click ‘reports’ in upper right corner)
Professional Development Courses http://campus.extension.org/	Available Courses	<ul style="list-style-type: none"> • A variety of courses on eXtension, national Extension issues, using Moodle, and specific content topics
Cooperative Extension Search http://search.extension.org	Custom Google search of all Cooperative Extension web sites	<ul style="list-style-type: none"> • Easy search access to resources provided by your Land-Grant institutions • 977 Cooperative Extension Sites