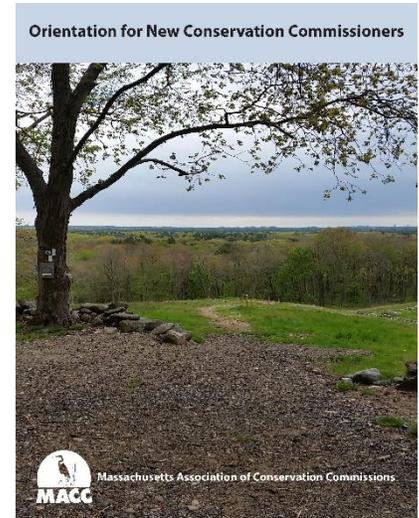




Quick Start Guide

Orientation for New Conservation Commissioners

Orientation for New Conservation Commissioners is an online interactive training that provides a basic background on the roles and responsibilities of conservation commissioners. MACC offers it to new conservation commissioners on its member commissions. This Quick Start Guide explains how to create an account for, access, and use the Orientation. You have one year of access to the Orientation; please start using it soon.



How to Begin

Receive an Access Code

You should have received an access code from MACC. The access code is a long string of letters and numbers. You will use the access code the first time you log in after you create your account. After that, you will not need the access code again. (Email us at staff@maccweb.org if you do not have your access code.)

Create an Account

You must create an account at our online e-book platform (OWL) at UMass Amherst to access the Orientation.

1. Go to <http://owl.oit.umass.edu/partners/macc/register.html>.
2. Click the name of the resource you want (Orientation for New Conservation Commissioners).
3. Fill in the form. (You choose a login name and password here. Do not use your access code here. You will use the access code the first time you log in after this.) Click Continue to submit the form, click Continue to confirm your self-registration information, and click Agree and Continue for the license agreement. You will receive an email confirmation at the address you provided.

Log In, Use Your Access Code, and Access the Orientation

You must have created an account first (see above).

1. Go to <http://owl.oit.umass.edu/partners/macc/>. (We suggest you bookmark that URL.)
2. Enter the login name and password you chose when you created your account.
3. Click LOGIN. (The first time you login, you will be asked to enter your access code. Click Continue to submit it, and then click Continue to Product. On subsequent logins, you will be taken directly to the home page; you will not need your access code again.)
4. From the Resource Home page, click the Orientation title or picture to go to the Orientation.

How to Use the Orientation

Getting Around

- Once you are in the Orientation, we suggest starting at the Acknowledgements and Thanks page, then go to the Introduction page, and then go from page to page as you would when reading a book.
- To go forward or back from page to page, use the **Next** and **Back** buttons located at the top and bottom of each page.
- You can also click the Table of Contents panel (at the left edge of every page) to open the Table of Contents, then click the page to which you would like to go. Click the name of a chapter or topic to expand or collapse the topic's contents.

- To return to the home page, click the Navigation Menu panel on the left edge of the page, then Resource Home.
- There is no need to complete the Orientation at one sitting. You can stop, exit, and go back to it as many times as you like within your one-year access, even after you complete the Orientation. You do not need to start at the beginning or where you left off the previous visit. You can go to any page you want.
- There are quiz questions within the Orientation. The questions are a way for you to see what you know from reading the Orientation. We don't check your answers, so nothing to fear.

Search

You can search the Orientation to find specific words or phrases:

1. Click Word Search which is on the left edge of every page. Or Click Table of Contents. In the Table of Contents pop-up window, click OWLBook Search in the upper right-hand corner.
2. Type the word or phrase you want to find in the Search Term box and click Search. To search for an exact phrase, put the phrase inside quotation marks.
3. Click on the search result to go to that page.
4. Use your browser's Back button to return the search results page.
5. Click Back to Book in the upper left to return to your place in the book.

Page Notes

You can record notes on any page in the Orientation. The notes you make are personal; only you can read them.

To add, edit, view, or delete notes for the current page, click Page Notes on the left edge of the page. The Page Notes pop-up window will open.

- To add a new note, click Create new note, type your note in the box, and click Save.
- To view the current notes, use the scroll bar as needed on the right side of the pop-up window to see all the notes.
- To edit a note, type the changes in the appropriate box and click Save below that note.
- To delete a note, find the note and click Delete below that note followed by OK to confirm.

To close the Page Notes pop-up window, click the red x in the corner of the Page Notes pop up window or click anywhere on the page outside the pop-up window.

Getting Help

If you have a problem using the Orientation, click Contact Us on the left side of the page when in the Orientation. Use the links on the Contact Us page to request assistance or make suggestions.

- If that does not open a new email message on your computer, contact us using the addresses below:
- To make suggestions about the text, request assistance in using the functions of the Orientation, report broken links and other functional problems, or to make suggestions for functional changes, send an email message to staff@maccweb.org.
- If you need technical assistance with the registration page or login page, send an email message to macc-it-help@it.umass.edu.
- If you forgot your login or password, go to the login page and click on "I've forgotten my login and/or password."

MACC created Orientation for New Conservation Commissioners with a grant from the Massachusetts Environmental Trust (MET) through the sale of the state's three environmental license plates. Please visit www.mass.gov/eea/met for more information about MET and the environmental license plate program.

We thank MET for its financial support of the Orientation.