

How-To Guide to IdeaScale

How to Register

- Hover and click the "register" button in the upper right side of the page
 - A box will appear that reads "Create Your Account"
 1. Enter your email address
 2. Select if you want your identity hidden and
 3. If you wish to receive news and updates
 4. Answer verification question
 5. Click Register button

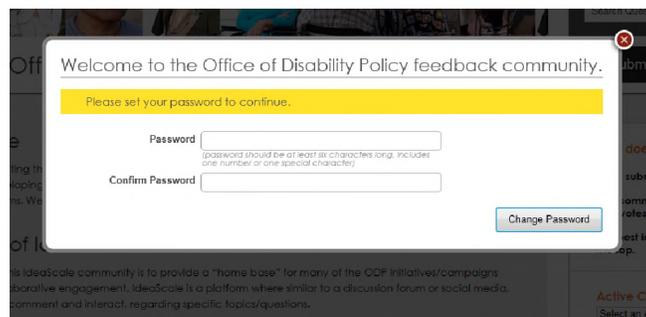


The screenshot shows a 'Create Your Account' form with the following elements and numbered arrows:

- 1**: Points to the 'Email Address' input field containing 'John.Q.Public@anydomain.com'.
- 2**: Points to the 'Hide my identity' checkbox.
- 3**: Points to the 'Send me news and updates about IdeaScale' checkbox.
- 4**: Points to the verification question 'What is 6 + 8 Equal To?' and its corresponding input field.
- 5**: Points to the 'Register' button.

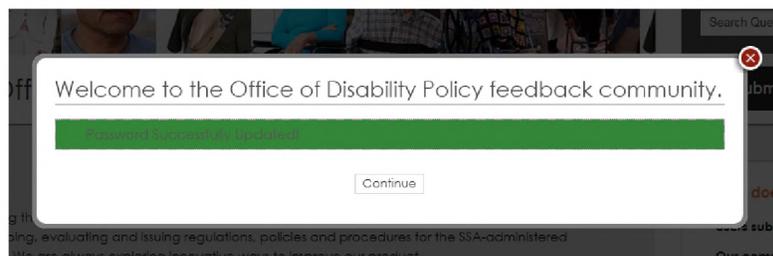
Additional text on the form includes: 'Email Address * What's This?', 'John.Q.Public@anydomain.com', 'Hide my identity (Submit anonymously) What's this?', 'Send me news and updates about IdeaScale', 'What is 6 + 8 Equal To?', and '* Required fields'.

- A message in green will appear at the top of the screen stating "Your account has been created!" You'll be instructed to check the email account that you provided in order to confirm the new IdeaScale account you just created.
 - Once in your email account, open the "SSA Disability Ideas" email message in your inbox, click on the underlined "Yes, this is my email!" link in the email
- The link will take you to the Office of Disability Policy feedback community
 - You'll be instructed to "Please set your password to continue." Enter a password of at least six characters long, including one number or one special character, click "Change Password" button



The screenshot shows a message box with a yellow background. The text reads: "Welcome to the Office of Disability Policy feedback community." Below this, it says "Please set your password to continue." There are two input fields: "Password" and "Confirm Password". A small note below the password field states: "(password should be at least six characters long, includes one number or one special character)". A "Change Password" button is located at the bottom right of the form.

- Once you enter an acceptable password you will receive a green message stating "Password Successfully Updated!"



The screenshot shows a message box with a green background. The text reads: "Welcome to the Office of Disability Policy feedback community." Below this, there is a green bar. A "Continue" button is located at the bottom center of the form.

- Click the "Continue" button
- You are now registered and verified

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Submit New Idea

- If you are not registered please see the "How to register" Instructions above
- If you are registered, log in and click the black "Submit a Question" box in the upper right hand side of the page



1. Title your question
2. Provide more details to your question
3. Attach document if necessary
4. Click "Submit"

Submit Your Idea

Title * 1
NDC Sample Topic for Discussion
33 characters left in Title field

Description * 2
Thank you for visiting the IdeaScale Community Page for the Office of Disability Policy. As ODP, we are at the forefront of developing, evaluating and issuing regulations, policies and procedures for the SSA-administered disability programs. We are always exploring innovative ways to improve our product. |

Attachment (Optional) 3 4
Browse File
Maximum upload size 25 MB

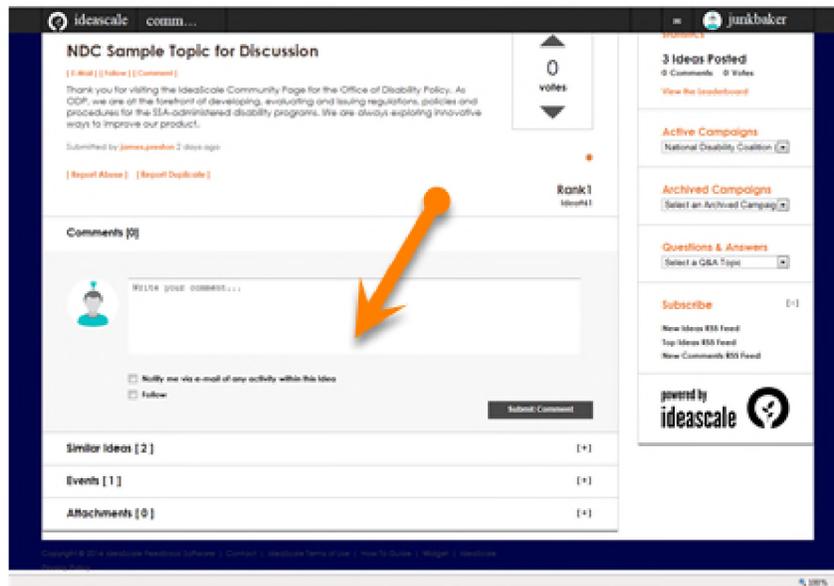
* Required fields
Submit

- Once the question is approved it will become public

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Comment on Question

- You must register and be logged-in to comment on a question
- Under the orange "Active Campaigns" section on the right hand side, click the down arrow to select the campaign you would like to comment (Winter 2015 is the latest campaign)
- To see the recent topic questions click "Recent" to see all of the questions
- Click the orange "Add your comment" option to comment on that question
- Type your comment in the comments section, click the gray "Submit Comment" button
- Additional comments may be made on the same question



Agree/Disagree on Questions

- You must be a registered user and be logged-in to Agree/Disagree on a question
- To Agree with a question, click the up arrow next to the question
- To Disagree with a question, click the down arrow to the question

