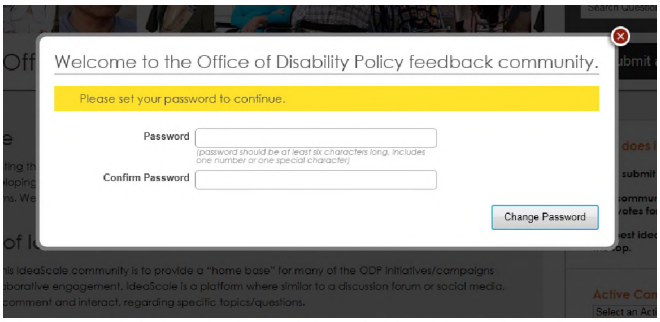
How-To Guide to IdeaScale

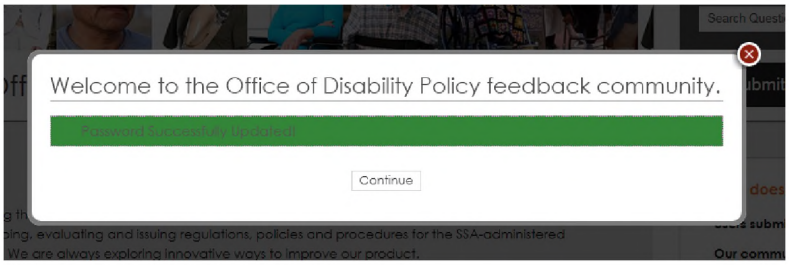
How to Register

- 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

  - 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



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



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

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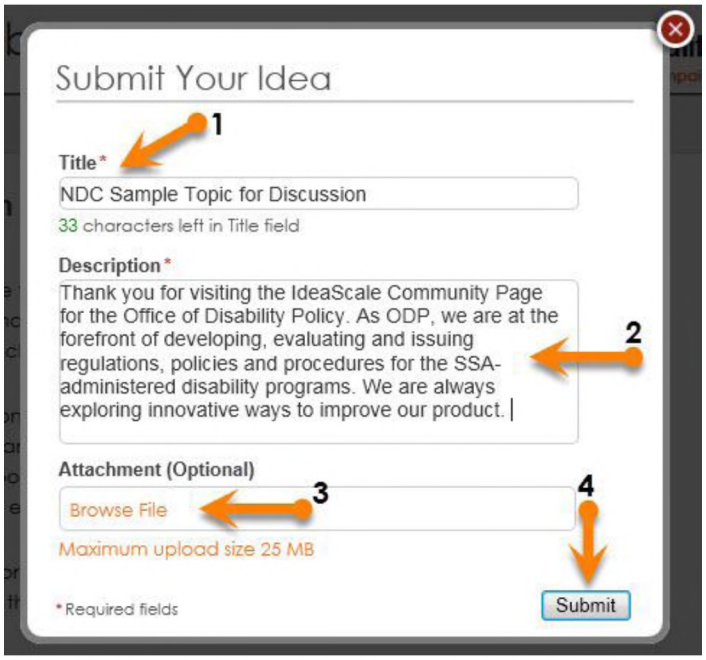
Submit New Idea

- 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"



- Once the question is approved it will become public

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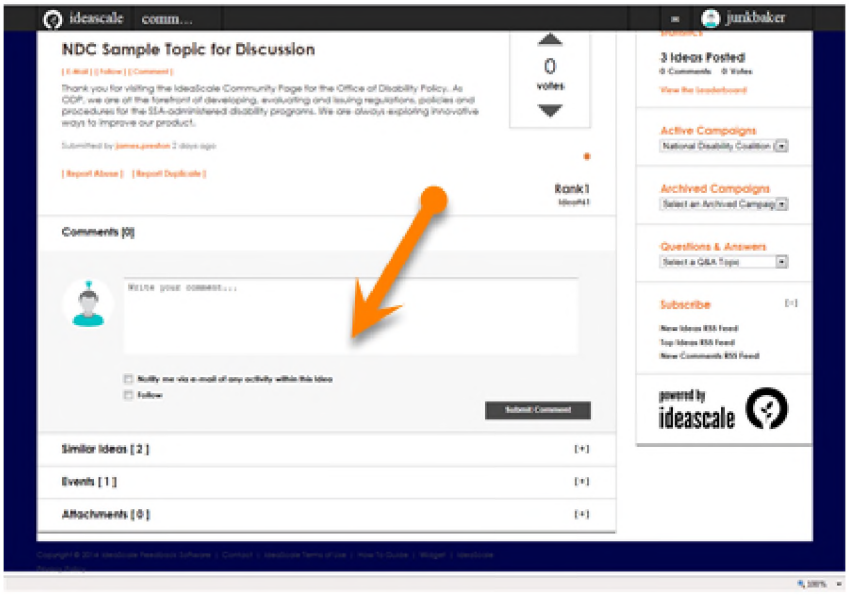
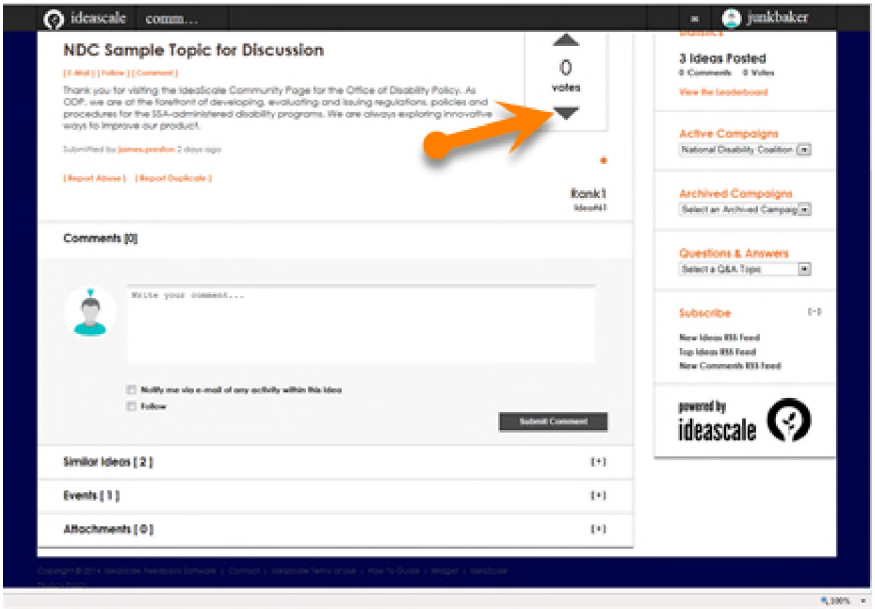
Comment on Question

- 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 <u>and</u> 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