

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' modal window. It contains the following elements: a title 'Create Your Account', a required email address field with a placeholder 'John.Q.Public@anydomain.com' (labeled 1), two optional checkboxes: 'Hide my identity (Submit anonymously)' (labeled 2) and 'Send me news and updates about IdeaScale' (labeled 3), a verification question 'What Is 6 + 8 Equal To?' (labeled 4) with an input field, and a 'Register' button (labeled 5). A red 'X' icon is in the top right corner. A small asterisk and 'Required fields' text are at the bottom left.

- 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 modal window titled 'Welcome to the Office of Disability Policy feedback community.' with a yellow header bar containing the text 'Please set your password to continue.'. Below this 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.

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

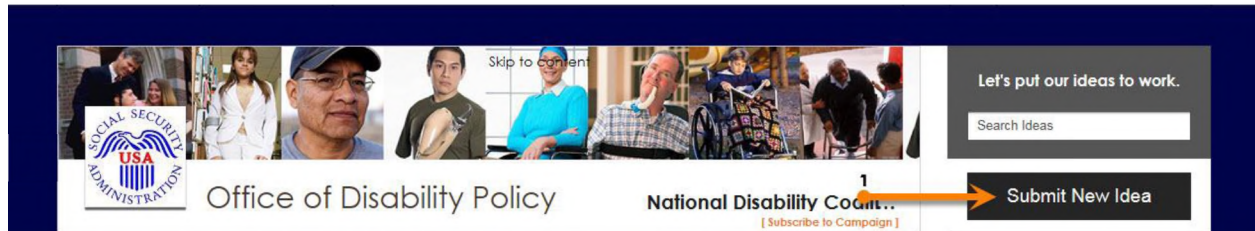
The screenshot shows the same modal window as before, but with a green bar in the header area. A 'Continue' button is centered at the bottom of the modal.

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

How-To Guide to IdeaScale

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"

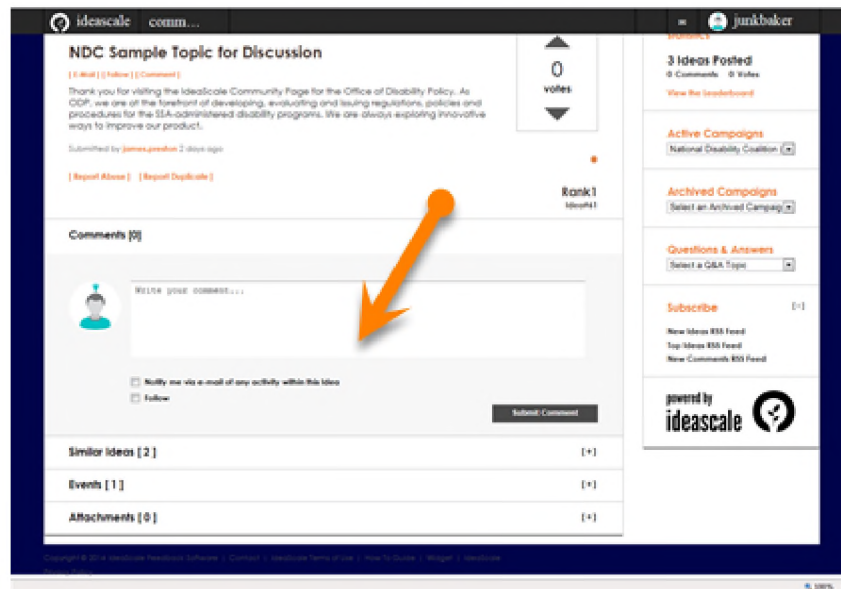
The screenshot displays the 'Submit Your Idea' form. It includes a title field with a sample text 'NDC Sample Topic for Discussion' and a character count. Below is a description field with a sample paragraph. There is an optional attachment section with a 'Browse File' button and a 25 MB limit. A 'Submit' button is at the bottom right. Four orange arrows with numbers 1 through 4 point to the title field, description field, attachment button, and submit button respectively.

- Once the question is approved it will become public

How-To Guide to IdeaScale

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

