

Welcome SWFLN member,

Thank you for your interest in The WebJunction, free, unlimited training opportunities provided to you by the State of Florida. Below are step-by-step instructions on creating an account through WebJunction.org and then be able to access any course in their collection.

## Getting Started

- 1) Log on to [fl.webjunction.org](http://fl.webjunction.org) and start by clicking on the "Create Account" button under the SignIn box.

WebJunction

Search... Go

Home

FLORIDA DEPARTMENT OF STATE  
Division of Library & Information Services

Welcome to WebJunction Florida's training catalog! WebJunction Florida supports the professional development of Florida library staff members by providing training programs. Visit the [Help/FAQ](#) page for details on how to take courses through WebJunction Florida.

WebJunction Florida is brought to you by a Library Services and Technology Act grant from the Institute of Museum and Library Services, administered by the Florida Department of State's [Division of Library and Information Services](#).

Courses Competencies

Search

My Account

Username

Password

Remember Me

Sign In

[Create Account](#)

[Forgot Password](#)

Shopping Cart

Your cart is empty

Go to cart

HOME

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- 2) In the Join (step 1 of 3) please fill out the "Account Information"

WebJunction

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Join (step 1 of 3)

Joining is free. WebJunction does not share information about individual members with any third party ([Privacy Policy](#))

Note: User accounts from certain OCLC services can be used to sign into WebJunction. Usernames and passwords with the following OCLC services are accepted by WebJunction:

[Worldcat.org](#) ("My Account")  
[FirstSearch.org](#) ("My Account" - not your library's authorization account)  
[OCLC Online Service Center](#)  
[WorldCat Registrar](#)

If you have one of these accounts, please [Sign In](#) to WebJunction with the username and password for that account.

Otherwise, please create a WebJunction account.

All fields are required unless otherwise noted. All fields, except username, are limited to 75 characters; the maximum size of username is 35 characters.

Account Information

First Name Chris

Last Name Slater

Email cslater@fgcu.edu

Choose a username cslater

Choose a password ..... 6 character minimum

Re-type password .....

3) Also, complete the "Professional Summary" to the best of your ability.  
Note: you MUST complete the Text Verification section.

**Professional Summary**

Place of Work/School/etc.

Country

City

State/Province

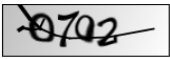
Zip/Postal Code

Organization Type

Total number of people your library serves

My primary role is

My secondary role is (optional)



Text Verification


I have read and accept the [Terms of Use](#)

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4) In Join (step 2 of 3) you have the option of inputting your personal professional interests in the course(s).

  [Go](#)

[Home](#)

[My Account](#) [Return to Full Page](#)

**Join (step 2 of 3)**

**Professional Interests (optional)**  
Enter each of your professional interests below. Use commas to separate keywords.

[Add Interests](#) Or [Select Interests](#)

**Subscriptions**  Yes, subscribe me to Crossroads WebJunction's monthly email newsletter.  
 Yes, email me for special news and updates from WebJunction.


**Email Format**  HTML  
 Plain Text

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5) In Join (step 3 of 3), please select *Florida* as an affiliate in order for the course(s) to be FREE.

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**Join (step 3 of 3)**

Select your customized view of WebJunction

Libraries and other organizations partner with us to provide you with access to exclusive content, courses, or programs. If your State Library is shown below, please select it so that you can benefit from those resources. Also, review the other organizations in this list that sponsor WebJunction communities around specific topics or areas of practice. They are free to members and affiliating with them will connect you with unique content and people who share those interests. ([More about our partners and services](#)).

<input type="checkbox"/>	<b>Arizona</b>	WebJunction Arizona is an exciting online community where Library, Museum and Archives staff in the state of Arizona meet, connect, learn, share ideas, stories and best practices. It is your place to make friends, discover what their interests are, interact and network and most of all prepare and inspire you to deliver excellent customer service! Come along, join in the fun! When you wish to post to our site, it may not happen in real time as it will go to the site administrators/editors for approval before posting. (Requires Approval)
<input type="checkbox"/>	<b>Connecticut</b>	All staff working in Connecticut libraries are encouraged to affiliate with WebJunction Connecticut. WebJunction Connecticut is a service of the Division of Library Development, Connecticut State Library. Affiliated members have access to subsidized online courses, and may participate by joining discussions and groups. Besides finding information on the services of the Division of Library Development, affiliated members will discover many other useful resources for helping improve library service in Connecticut. (Requires Approval)
<input type="checkbox"/>	<b>Florida</b>	WebJunction Florida is an online community providing library staff across the state a place to obtain skills needed to enhance their careers with relevant online courses covering management, user services, technology, customer service, and many other areas. Brought to you by the State Library and Archives of Florida. (Requires Approval)
<input type="checkbox"/>	<b>Georgia</b>	WebJunction Georgia is brought to you by the Georgia Public Library Service and is the premiere site for Georgia library staff to connect, create and learn. Although much of the site's content is accessible by everyone, some areas of the site are restricted to Georgia-affiliated WebJunction members. You are eligible to affiliate with Georgia if you are... • An employee of a public, academic or school library in Georgia • An employee of GALILEO • A trustee of a Georgia library • A library and information science student at Valdosta State University If you meet one of the above qualifications, create or edit your account specifying Georgia as your state affiliation. Note, it may take a day or two for your affiliation to be approved and become active. Once your account is activated, be sure to check out the Georgia Course Catalog. It contains approximately 500 quality self-paced online courses available at no charge to Georgia-affiliated members. Please contact the Director of Continuing Education at the Georgia Public Library Service with questions, comments, etc. (Requires Approval)
<input type="checkbox"/>	<b>Global Council</b>	The OCLC Global Council Community Web site is a private resource for GC delegates, alternates, and staff that are involved with and participate in the Global Council. (Requires Approval)
<input type="checkbox"/>	<b>Government Information in the 21st Century</b>	(OPEN)
<input type="checkbox"/>	<b>Idaho</b>	WebJunction Idaho provides the Idaho library community access to online learning opportunities and resources. (Requires Approval)

6) Once you have passed all three steps to create an account at [WebJunction.org](http://WebJunction.org), this confirmation page below will appear.

 Search...

[Home](#)

[My Account](#) [Return to Full Page](#)

Welcome

**Thank you for joining WebJunction**

The following affiliations require approval:  
Florida

[Return to the WebJunction page where you clicked Create Account](#)

[HOME](#)  
[Contact Us](#) | [Site Index](#) | [Help/FAQ](#)

- 7) After navigating back to WebJunction.org home page, log-in. In the upper, right-hand row of the “MY ACCOUNT” box, click the option **Edit Account**.

The screenshot shows the WebJunction.org home page. At the top left is the WebJunction logo. Below it is a navigation bar with 'Home' and 'My WebJunction' links. The main header features the Florida Department of State Division of Library & Information Services logo and a welcome message. A search bar is located in the top right. On the right side, there is a 'My Account' box. Inside this box, there is a 'Welcome' message, a 'Chris Slater' profile picture, and a list of 'Quick Links' including 'My Courses', 'My Comments', and 'My Activities'. Below these are 'Affiliations' and a 'Shopping Cart' section. An orange arrow points to the 'Edit Account' link in the top right corner of the 'My Account' box. At the bottom of the page, there are links for 'HOME | MY WEBJUNCTION', 'Contact Us', 'Site Index', and 'Help/FAQ', along with a copyright notice for 2008 OCLC Online Computer Library Center.

- 8) Go to **My Affiliations**, click “Florida” and scroll down the page to save the new preference. WebJunction asks that you allow 24 hours for the process of getting approved as an affiliate to take place; however the reality is that it can take as little as one hour.

## **Registration & Launch of Course(s)**

- 1) After an account has been affiliated and you receive your approved email from WebJunction, select “FLORIDA” under the Affiliations section of the **My Account** area.
- 2) Under the **Courses** tab you can choose any *Provider* or *Program* and start exploring the many webinars available at your leisure.

For example: You have an interest in the webinar, “Change Management and Leadership,” and it is provided by or is part of the

**LE@D-University of North Texas.** Below are steps on how to launch this webinar.

- Under the Courses tab, choose the *LE@D-University of North Texas* link under the Provider section.
  - Where Course Name is Located, select *Change Management and Leadership (LE@D)*.
  - Glance to the left panel of the screen to click on “ADD TO CART.”
  - Return to the home page of your account by clicking on the “HOME” button located in the top banner of the screen.
  - In the *My Account* area, choose your “Shopping Cart” to view the webinar you recently chose.
  - NOTE: The total amount due should have a value of \$0.00. If otherwise, immediately contact SWFLN staff through the information below.
- 3) After “Confirm Order” has been conducted, you will be enabled to launch your new webinar by clicking on the LAUNCH button to the far right.

### **Certificate Delivery System**

Upon completing a webinar, as a SWFLN member you have the option to request a certificate via email to [cslater@fgcu.edu](mailto:cslater@fgcu.edu). In the email simply state the *Title, Date, and Time Interval* (course length) of the online archived webinar.

If you have any further questions or concerns involving access to WebJunction services, please feel free to contact Chris Slater at (239) 745-3721.