

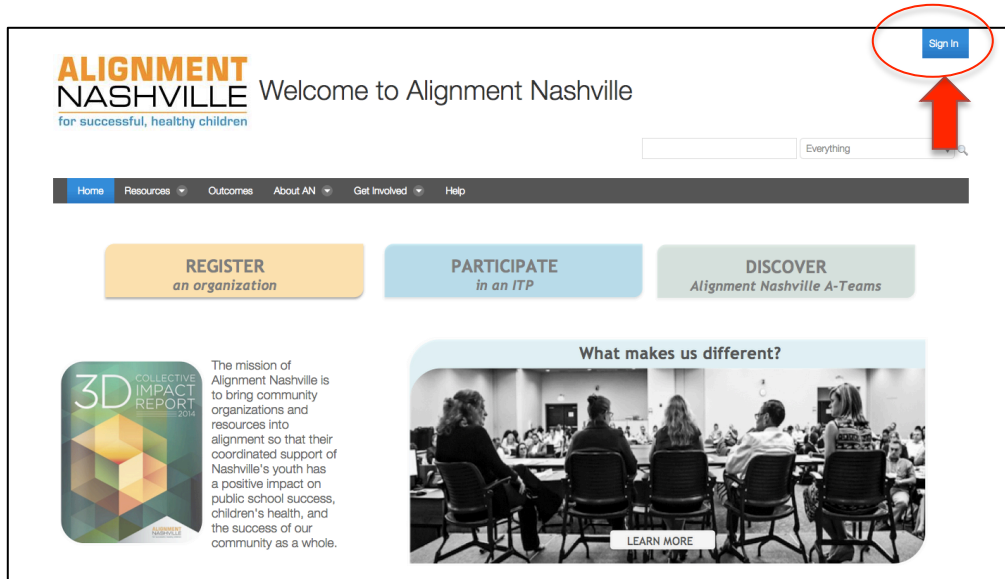


## Alignment USA ComCo Portal Knowledge Base

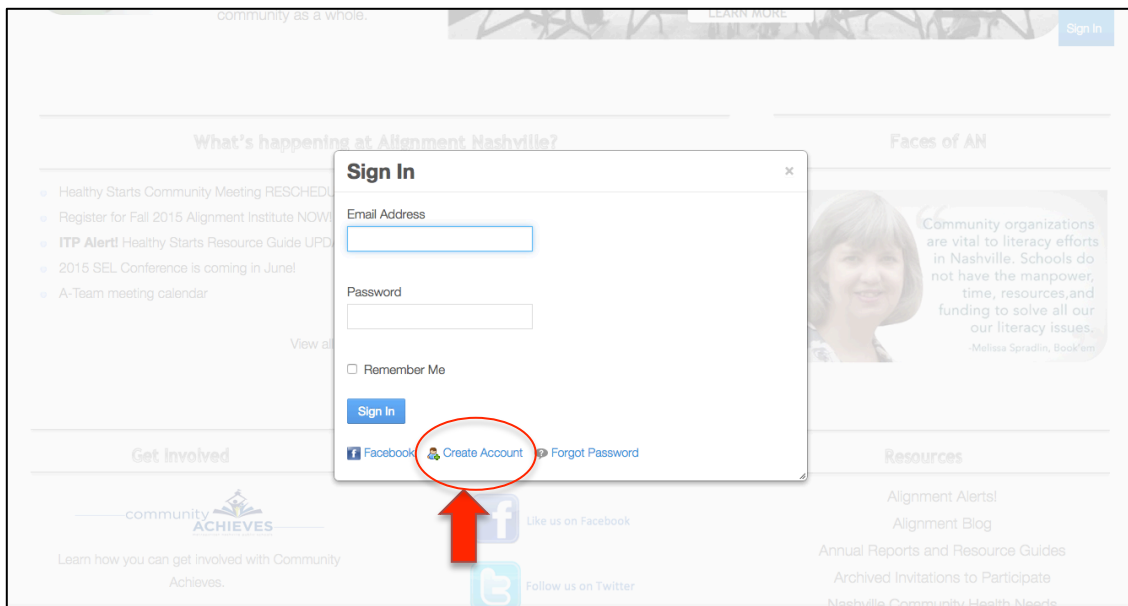
### How to create a registered user account on ComCo

To create a user account, follow these steps:

1. Go to [www.alignmentnashville.org](http://www.alignmentnashville.org) and click on "Sign In" in top right-hand corner.



2. Click on Create Account (under sign in fields)





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3. Complete all of the required fields, including Screen Name (which will be visible to other users on the site) and Text Verification. Click Save.

**ALIGNMENT NASHVILLE** Alignment Nashville  
for successful, healthy children

Home About AN Help Get Involved Resources Outcomes Events Calendar Alignment Team Work

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Create Account [Return to Full Page](#)

First Name (Required)

Middle Name

Last Name (Required)

Screen Name (Required)

Email Address (Required)

Text Verification (Required)

4. The system will generate a password for you to use on your first log in; it will also email the password to the email address you used when you created the account.

5. Sign in using your email address and the system-generated password. Check "Remember me" only if you want your computer to remember your login info (not recommended if you are accessing the site on a shared computer). Click "Sign In".

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Sign In

Thank you for creating an account. Your password is **IDK7p7**.

Email Address

Password

Remember Me

[OpenID](#) [Create Account](#) [Forgot Password](#)



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6. On your first sign in, you will be required to accept the Terms of Use for the website. Please review the Terms and then select "I Agree" or "I Disagree". *Please note that you must select "I Agree" to continue on to ComCo.*

7. You will now be prompted to create your own password and a security question that will be used if you forget your password and need to retrieve it.

The screenshot shows the 'New Password' page. At the top left is the Alignment Nashville logo with the tagline 'for successful, healthy children'. To the right of the logo is the user name 'John Test'. Below the logo is a 'Welcome' banner with the text 'John Test / Welcome'. The main section is titled 'New Password' and contains a text box with the instruction 'Please set a new password.' Below this is a 'New Password' section with two input fields: 'Password' and 'Enter Again'. A blue 'Save' button is located at the bottom left of the form.

The screenshot shows the 'Password Reminder' page. At the top left is the Alignment Nashville logo with the tagline 'for successful, healthy children'. To the right of the logo is the user name 'John Test'. Below the logo is a 'Welcome' banner with the text 'John Test / Welcome'. The main section is titled 'Password Reminder' and contains a text box with the instruction 'Please choose a reminder query.' Below this is a 'Password Reminder' section with a 'Question' dropdown menu showing 'What is your father's middle name?' and an 'Answer' input field. A blue 'Save' button is located at the bottom left of the form.

8. You are now signed into ComCo. Click on the "My Sites" dropdown box to visit different pages. If you are a member of an A-Team, email the Alignment staff facilitator of your A-Team to be added to the team page.

The screenshot shows the Alignment Nashville portal home page. At the top left is the Alignment Nashville logo with the tagline 'for successful, healthy children'. To the right of the logo is the text 'Welcome to Alignment Nashville'. Below the logo is a navigation bar with links: Home, Resources, Outcomes, About AN, Get Involved, Help. The main content area features three large buttons: 'REGISTER an organization', 'PARTICIPATE in an ITP', and 'Alignment Nashville A-Teams'. A '3D COLLECTIVE IMPACT REPORT 2014' graphic is on the left, and a photo of a meeting is on the right with the text 'What makes us different?'. In the top right corner, there is a user profile for 'Regina Meadows' and a 'My Sites' dropdown menu. The 'My Sites' menu is open, showing a list of links: Adolescent Sexual Responsibility, Alignment Institute February 2015, Alignment Staff, Alignment USA STAFF, Board of Directors, Boris' Test Page/Committee Site, CA Template, Welcome to Alignment Nashville, Welcome to Alignment Nashville Middle School, Operating Board, Regina Test, and Alignment Nashville A-Teams. A red circle highlights the 'My Sites' dropdown, and a red arrow points to the 'Alignment Nashville A-Teams' link.