



InStage Sign Up Tutorial Guide:

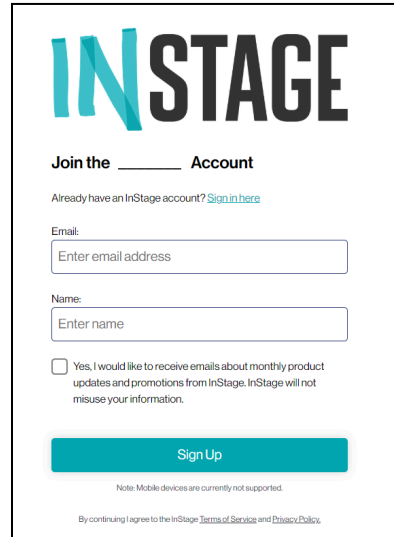
How to Sign up

Step 1: Open Link From Instructor: To be able to move forward with signing in and creating an account, you will need to get a link from your instructor or Admin account user. Once you have this, you can move on to the next steps.

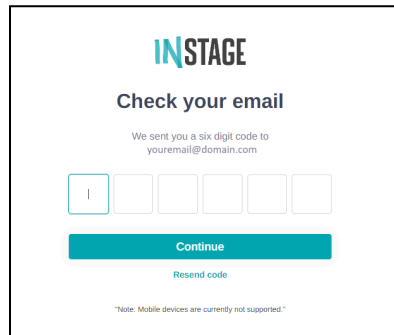
Step 2: Sign Up: This will bring you to a sign-in page as well. However, this one will have the option to create an account. When you click on the "Sign up" option, you will be brought to this page where you can now enter your name/email and create your account.

Step 3: Activate Account: Check your email for an activation link. There will be a button that you can click that will take you to a page and redirect you back to a sign in page where you can then enter in your email. You will then get a code sent to your email that you can paste into the boxes

Please note you can find image files in the "Help" folder under the "Photos" folder



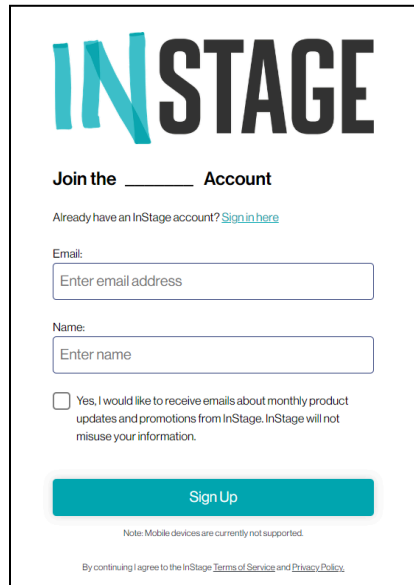
The screenshot shows the InStage sign-up page. At the top is the InStage logo. Below it is the heading "Join the _____ Account". A link "Already have an InStage account? [Sign in here](#)" is provided. There are two input fields: "Email:" with the placeholder "Enter email address" and "Name:" with the placeholder "Enter name". A checkbox is labeled "Yes, I would like to receive emails about monthly product updates and promotions from InStage. InStage will not misuse your information." Below the checkbox is a teal "Sign Up" button. At the bottom, there is a note: "Note: Mobile devices are currently not supported." and a link: "By continuing I agree to the InStage [Terms of Service](#) and [Privacy Policy](#)."



The screenshot shows the InStage email verification page. At the top is the InStage logo. Below it is the heading "Check your email". A message says "We sent you a six digit code to youremail@domain.com". There are six input boxes for the code, with the first box containing the digit "1". Below the boxes is a teal "Continue" button. At the bottom, there is a "Resend code" link and a note: "Note: Mobile devices are currently not supported."

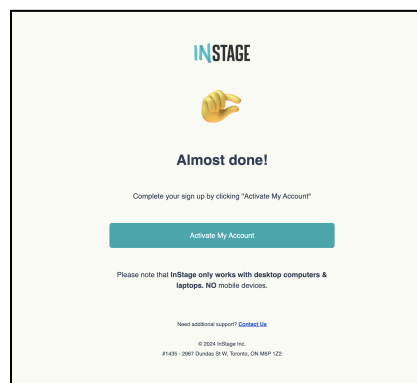
How To Sign Up With An Assignment Link From Your Instructor

Step 1: Create Account: After clicking the link, you will be brought to this sign up page (see below). Here you will be able to enter your email and name, and choose to opt in to monthly emails. (You can opt out at any point).



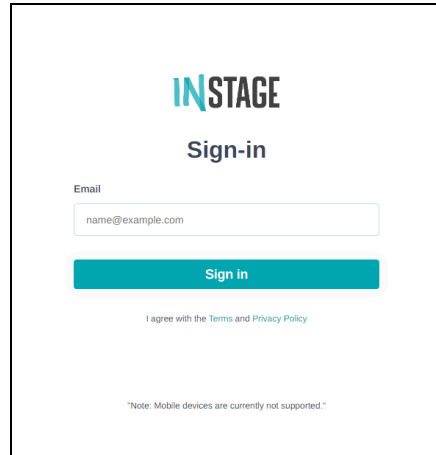
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Step 2: Confirm Account: Once you create your account, you will need to confirm your account through the email activation button. Just click on join and it will log you into your new account.



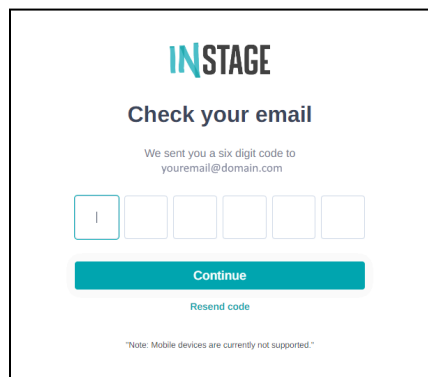
The screenshot shows the InStage account activation page. At the top is the InStage logo. Below it is a yellow hand icon pointing to the right. The heading "Almost done!" is centered. Below the heading is the text "Complete your sign up by clicking 'Activate My Account'". A teal button labeled "Activate My Account" is centered. Below the button is a note: "Please note that InStage only works with desktop computers & laptops. NO mobile devices." At the bottom, there is a link "Need assistance support? [Contact Us](#)" and footer text: "© 2024 InStage Inc. #1-833-2267 Dundas St W, Toronto, ON M5P 1Z2".

Step 3: After clicking this link, you will be redirected to the sign in page. This may take a few seconds to redirect. You will now be able to sign in to your new account.



The screenshot shows the InStage Sign-in page. At the top is the InStage logo. Below it is the heading "Sign-in". There is an "Email" label above a text input field containing "name@example.com". Below the input field is a teal "Sign in" button. Underneath the button is a link that says "I agree with the Terms and Privacy Policy". At the bottom of the page, there is a small note: "*Note: Mobile devices are currently not supported.*"

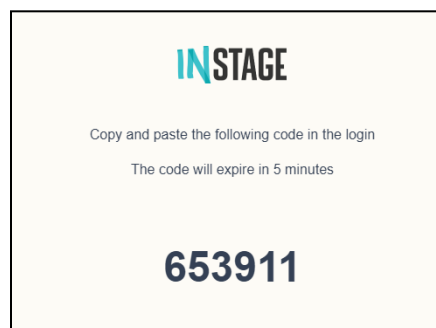
Step 4: Paste In Your Login Code: Once you enter your email and click sign in, you will get an email sign in code that will act as your temporary passcode.



The screenshot shows the InStage "Check your email" page. At the top is the InStage logo. Below it is the heading "Check your email". There is a message: "We sent you a six digit code to youremail@domain.com". Below this message are six input boxes for a six-digit code, with the first box containing the digit "1". Below the input boxes is a teal "Continue" button. Underneath the button is a link that says "Resend code". At the bottom of the page, there is a small note: "*Note: Mobile devices are currently not supported.*"

Step 5: Copy and Paste The Code: You can now take that code from your email and paste it into InStage and it will automatically log you in.

If it does not take you directly to the simulation set up page, just click on the original link from your instructor again and it should take you directly to the set up page for that specific assignment.



The screenshot shows the InStage code display page. At the top is the InStage logo. Below it is the text: "Copy and paste the following code in the login". Underneath that is the text: "The code will expire in 5 minutes". At the bottom of the page, the code "653911" is displayed in a large, bold font.