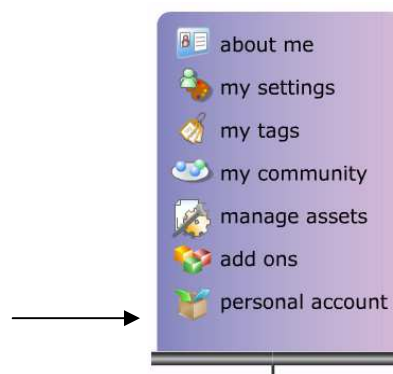


Activating a Personal Account

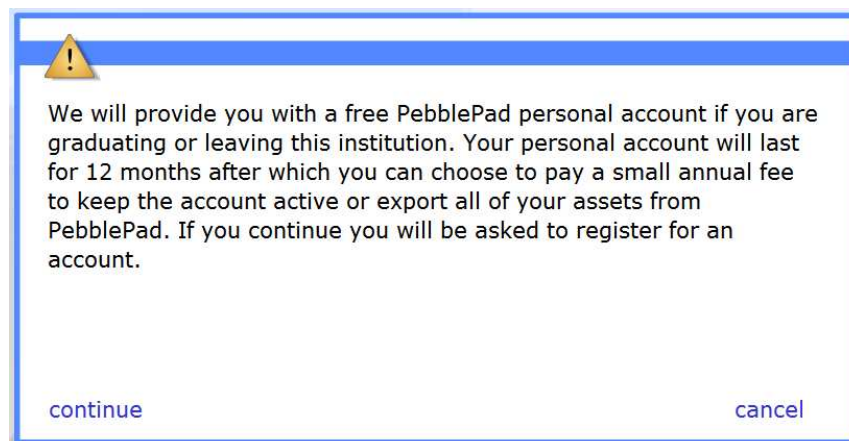
If you have been using PebblePad at your institution and are about to graduate or leave, you are entitled to a free PebblePad account for 12 months. This is provided so that you can take your PebblePad assets with you and continue to use PebblePad to support your personal learning and professional development as you move on to the next stage of your career. During this 12 month period you can decide if PebblePad is a tool that you want to continue to have access to. If you decide that it is, you can then choose to purchase an ongoing account for a small annual fee – further information is available via our website.

Opening a personal account

From within your Institution Account select 'Personal Account' from the Tools menu.



The following warning will appear to confirm that you do want to continue to create a Personal Account. The account is free for 12 months from the date that you activate it so to get maximum value from it you should wait until the end of your final semester to open your personal account. Click 'continue'.



Following a second confirmation screen you will be asked to provide details for your Personal Account. Many of the fields will be automatically populated with details from your current Institution Account but you can make changes to any of these. Ensure that you use a personal email address and NOT your institution email address.



The screenshot shows the 'Collecting details' step of the Pebble Pad account creation process. The header features the Pebble Pad logo and the tagline '...not just an eportfolio'. Below the header, there are three tabs: 'Collecting details' (active), 'Terms & Conditions', and 'Confirmation'. The main content area prompts the user to 'Please provide all of the following information.' and includes the following fields: 'Username' with a 'Check Availability' button, 'Name' (split into 'Forename' and 'Surname'), 'Personal Email Address', 'Please confirm email', 'Password', and 'Please confirm password'. A 'Continue' button is at the bottom. The footer contains copyright information for 2009 Pebble Learning Ltd. and links to the 'code of conduct' and 'terms of use'.

Once you have completed all the fields click 'Continue'. The next screen will ask you to confirm the details. If all are correct click 'Confirm' and your account will be created.

The final screen shows details of your account and the URL for login. There is a link at the bottom which will take you directly to the login page if you want to move assets from your Institution Account to your new account.



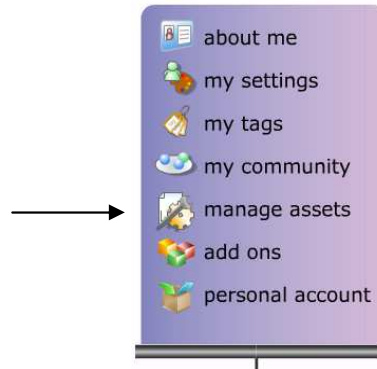
The screenshot shows the 'Complete' screen of the Pebble Pad account creation process. The header is identical to the previous screen. The main content area displays the following details: 'Name: Alison Poot', 'Email: alison@pebblepad.com.au', 'Username: acpoot', 'Expiry: 24/09/2011', 'Login URL: <http://www.pebblepad.com.au/personal/>', and 'Account Type: 1 year & 500 Megabytes for 0.00 AUD'. At the bottom, there is a link: 'To transfer your assets from your old account to your new account, please [click here](#).' with an arrow pointing to the right. The footer contains the same copyright and policy information as the previous screen.

Moving assets from your Institution Account to your Personal Account

As long as you still have access to your Institution Account you can move assets to your Personal Account at any time.

Log in to your new Personal Account – remember that the URL is different from the URL for your Institution Account. Always make sure you are accessing PebblePad via the correct URL.

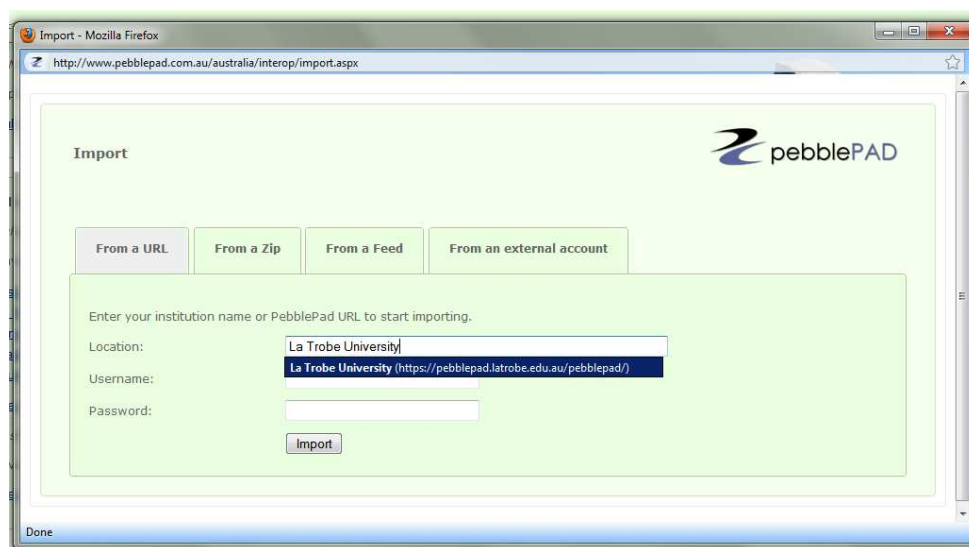
From the Tools menu select 'Manage Assets'



Towards the bottom of the next screen you will find options to Import and Export Assets. Click on 'Import assets'.

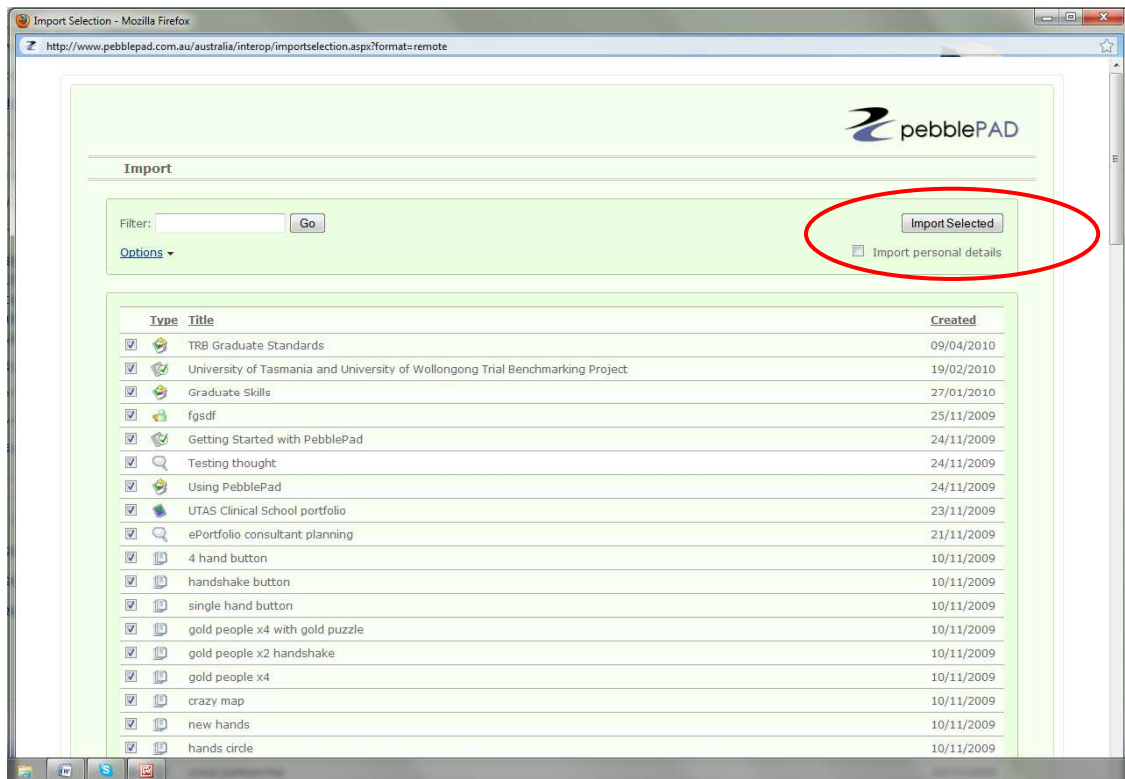


In the pop-up box select the 'From a URL' tab and enter the name of your institution. The URL for your institution will then appear – click on this so that it is selected in the 'Location' box.



Enter the username and password for your Institution Account and click on 'Import'.

A list of all the assets in your institution account will appear. You can select some or all of these assets for import and you can nominate to have your personal details (information in About Me) imported by checking the box below 'Import Selected'.



Click on 'Import Selected' to complete the importing process. This might take some time depending upon the number and size of the assets you are moving.