WORKSPACES WALKTHROUGH
(Staff to User Process)

## Providing a link to your Shared Document:
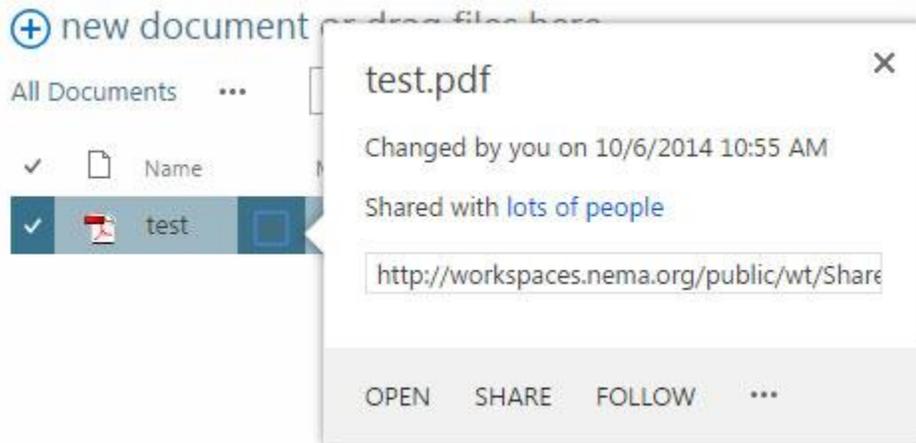
To get the link of a document or folder click the ellipses (3 dots) and then proceed to copy the URL provided in the pop up. Afterwards you can take that link and provide it to users.

Upon clicking the **document link** users will be redirected to http://login.nema.org

Logging In

If the user has an **existing account**, they should **fill in the fields highlighted in red**, **otherwise, click the "Create New User Account" (detailed further below)**
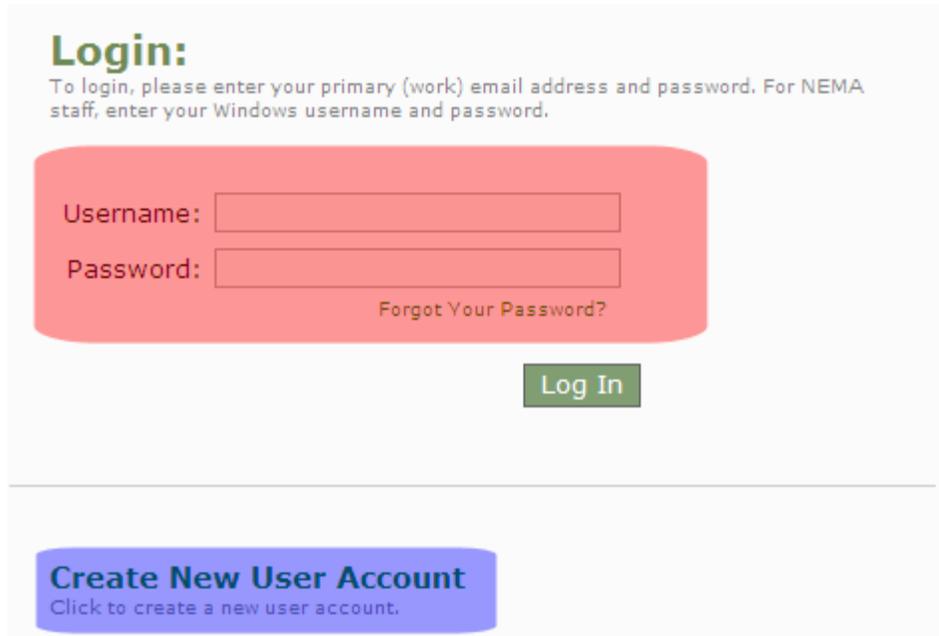
Login:

To login, please enter your primary (work) email address and password. For NEMA staff, enter your Windows username and password.
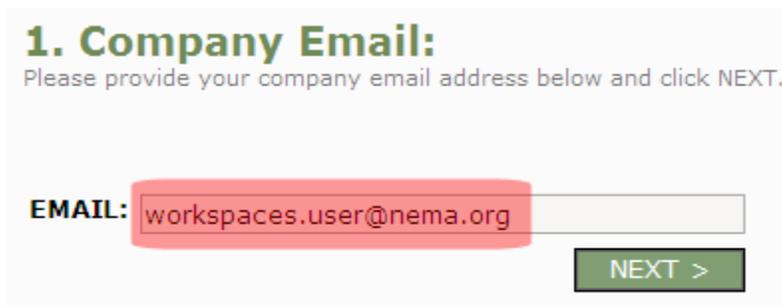
Username:

Password:

Forgot Your Password?

Log In

Create New User Account
Click to create a new user account.

Sign Up Process / Creating a New User Account (One time process)

Step 1: Providing an E-Mail Address

On this page, the user needs to enter their **company email address**.

1. Company Email:

Please provide your company email address below and click NEXT.

EMAIL: workspaces.user@nema.org

NEXT >

At this point, the sign-up process can differ in one of two ways depending on whether or not the e-mail address provided in the field above exists in NEMALink.

User's E-mail address exists in NEMALink:

If the e-mail address exists, the user is now prompted to create a **password.**
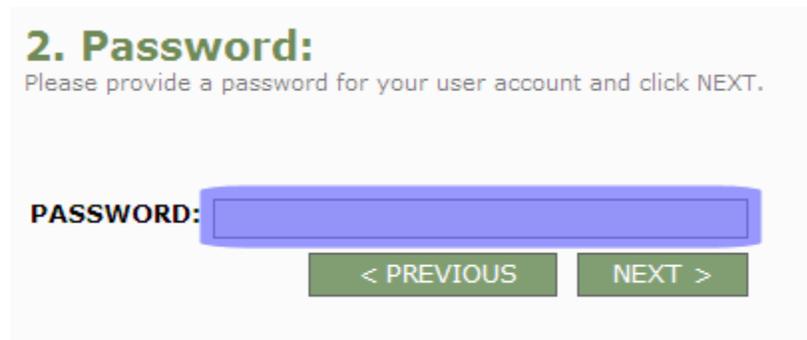
Users E-mail address does not exist in NEMALink:

If the e-mail address provided in Step 1 does not exist in NEMALink, the following is displayed instead. **All areas highlighted in red are mandatory fields:**

Create User Account:

This user account will be used to access all NEMA online services

::: *Required Field*

Email: (Username) nema.live.meeting@hotmail.com

Password: 1111111

Password Again: 1111111

First Name: lworkspaces

Last Name: user

Middle Name:

Nickname:

Prefix: -- SELECT -- v   **Suffix:**

Organization: TestACC

Work Phone: 1-800-000-0000

Title:

Street 1:

Street 2:

Street 3:

City:

State/Province: -- SELECT -- v

Zip:

Country: United States of America

Time Zone: (GMT -05:00) Eastern Time (US & Canada) v

Comment:

Comments sent to NEMA's Membership Relations Manager

SAVE

Step 2: Account Verification

Step 2 is the same for users with/without existing e-mail address records in NEMALink. On this page, the user is notified that to complete registration process, they must activate their account:

A sample of the verification e-mail is provided below. The user must now **verify their account by clicking a link** or **by visiting the verification page and entering the provided code:**
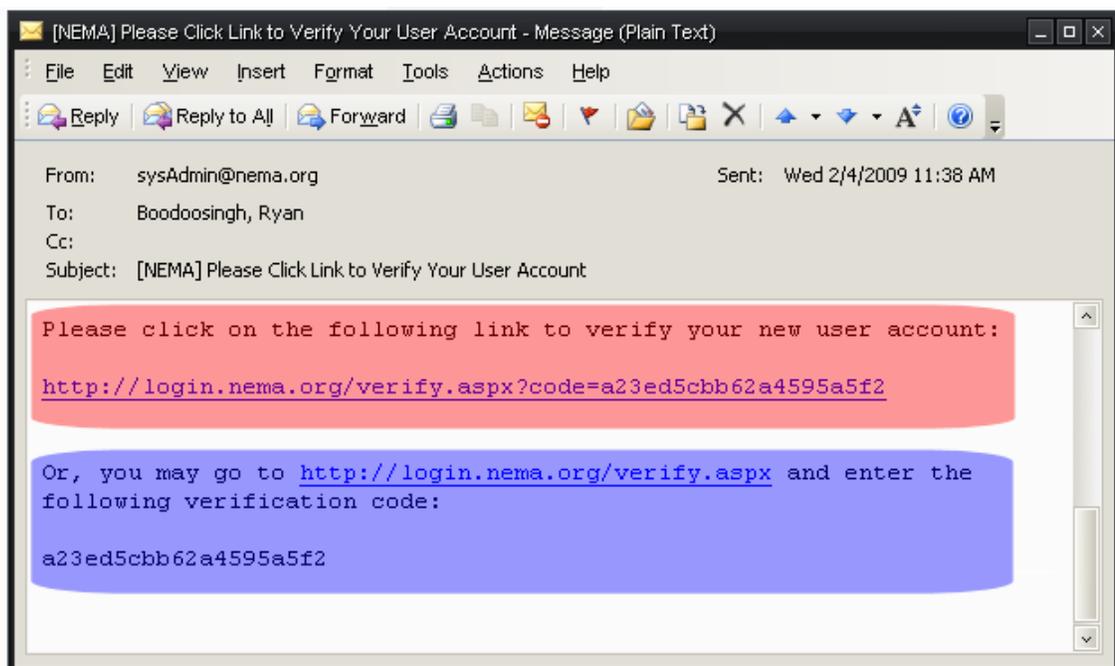
Clicking on the first Verification Link (highlighted in red above) results in the following:

Clicking on the Second verification Link (highlighted in blue above) results in the following page, in which the user is asked to enter their verification code manually:

Verify User Account:

Copy from your email the verification code and paste into the following field, then hit the "Verify" button

Enter Verification Code:

[ ]

VERIFY

After verifying their account and logging in, the user can now click the link you provided in your e-mail to be transferred to the appropriate document (providing they have the appropriate permissions to access the Workspace site in which the document is hosted)