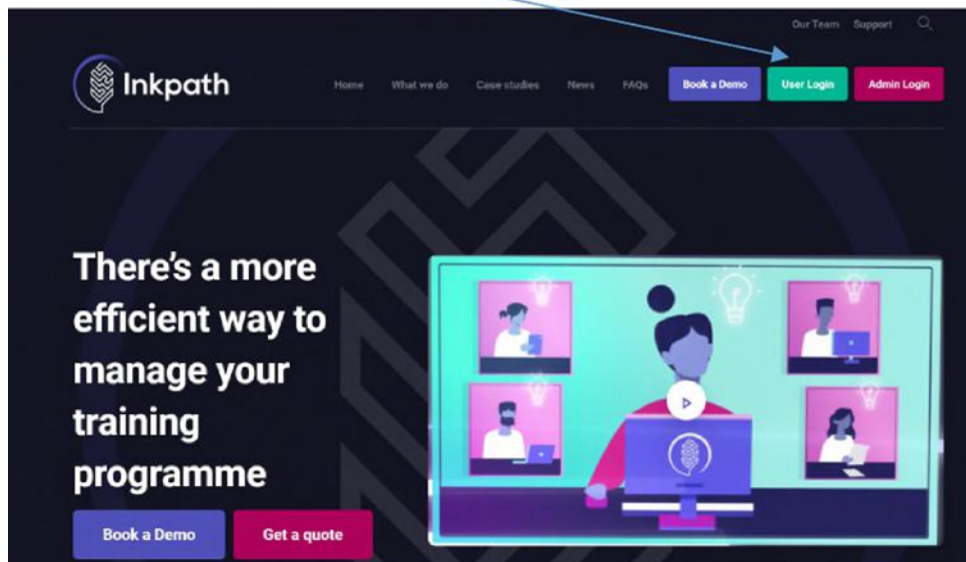


How to create an account to InkPath:

InkPath can be accessed via its webpage, <https://www.inkpath.co.uk/> or via the app. The app is available on Google Play or Apple Store.

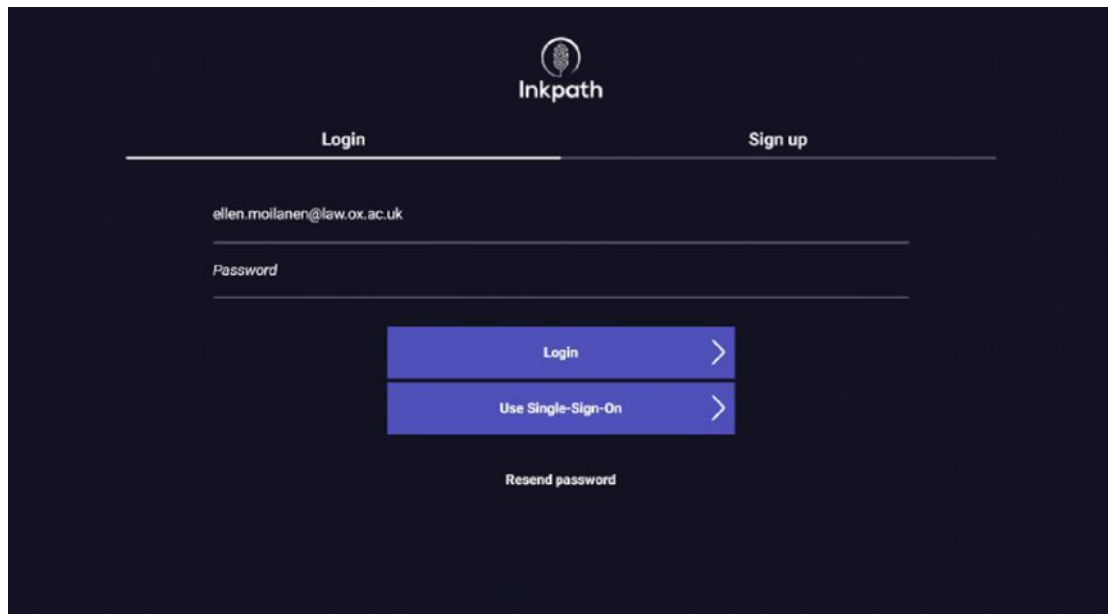
- 1) Go to 'User Login'. The app will bring you to the login page straightaway.



1. Tab to Sign-Up. DO NOT LOG-IN WITH SINGLE-SIGN ON. This function is not yet activated for Oxford.

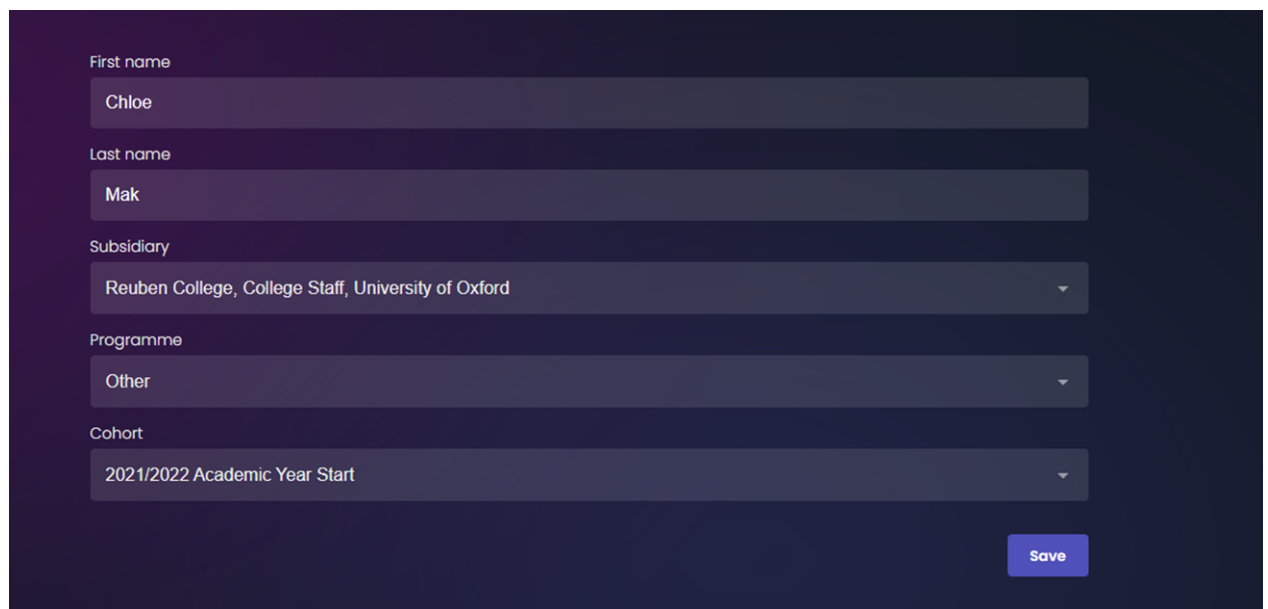
2. Choose 'University of Oxford' and use your @reuben.ox.ac.uk email account. Accept the Terms of Use and Privacy Policy

3. A password will be emailed to you so that you can sign up for the account.
4. You can now log into your account using the password emailed to you.



The screenshot shows the Inkpath login interface. At the top center is the Inkpath logo. Below it are two tabs: "Login" (selected) and "Sign up". The "Login" tab contains a text input field with the email address "ellen.moilanen@law.ox.ac.uk" and a "Password" label next to another text input field. Below these fields are two blue buttons: "Login" and "Use Single-Sign-On", both with right-pointing chevrons. At the bottom center is a link for "Resend password".

5. Once you are logged in, you will see this screen to set yourself up as a user. Please enter your first and last name and for the remaining fields, choose from the drop down. Save the information you have entered.

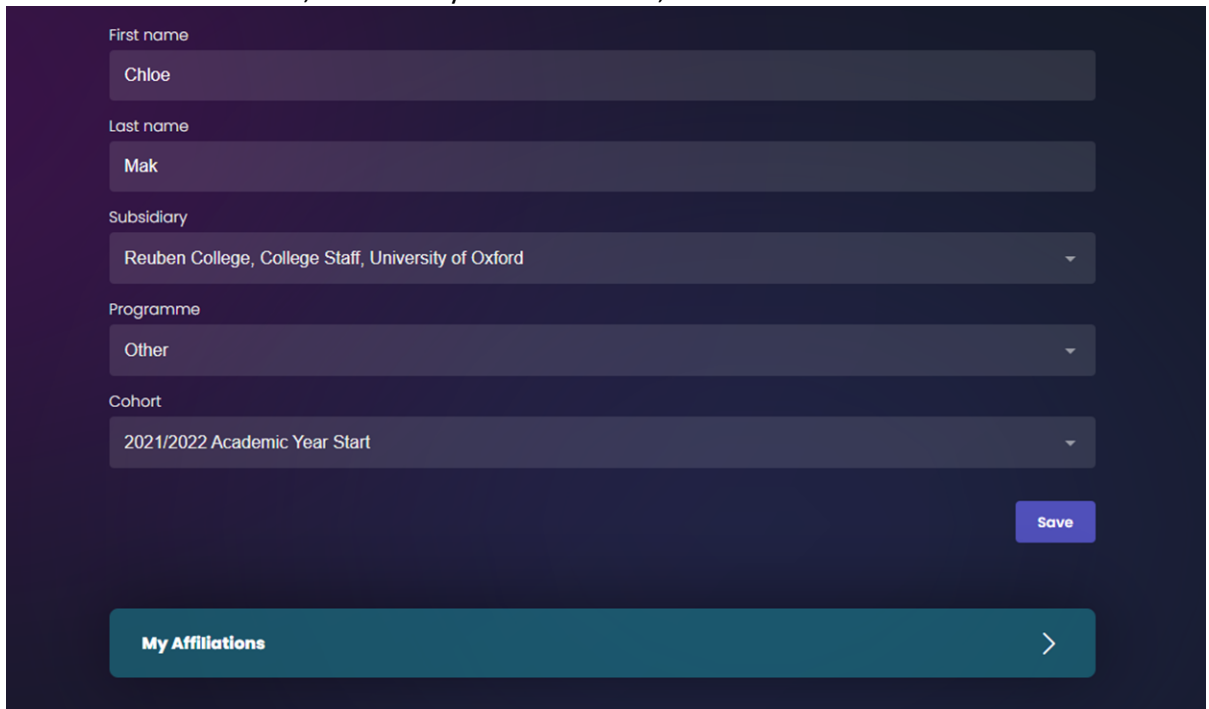


The screenshot shows a user setup form with the following fields:

- First name:** Text input field containing "Chloe".
- Last name:** Text input field containing "Mak".
- Subsidiary:** Dropdown menu with the selected option "Reuben College, College Staff, University of Oxford".
- Programme:** Dropdown menu with the selected option "Other".
- Cohort:** Dropdown menu with the selected option "2021/2022 Academic Year Start".

A blue "Save" button is located at the bottom right of the form.

6. To affiliate with Reuben, choose 'My Affiliations' tab,



A screenshot of a user profile form titled 'My Affiliations'. The form has a dark blue background with white text. It contains five input fields, each with a label and a dropdown arrow:

- First name:** Chloe
- Last name:** Mak
- Subsidiary:** Reuben College, College Staff, University of Oxford
- Programme:** Other
- Cohort:** 2021/2022 Academic Year Start

At the bottom right of the form is a blue 'Save' button. Below the form is a teal button labeled 'My Affiliations' with a right-pointing chevron icon.

7. 'Add an Affiliation' complete the information using the drop downs provided and save.



A screenshot of the 'Add an Affiliation' form. It features a blue header button labeled 'Add an Affiliation'. The form has a dark blue background with white text and contains three input fields, each with a label and a dropdown arrow:

- Subsidiary:** Organisation
- Programme:** My programme
- Cohort:** Year I started

At the bottom right of the form is a blue 'Save' button.

8. You are now set-up and ready to use InkPath
9. To book into events, go to 'My Activities' in the navigation bar on the left of the screen and then 'Find

Activities'