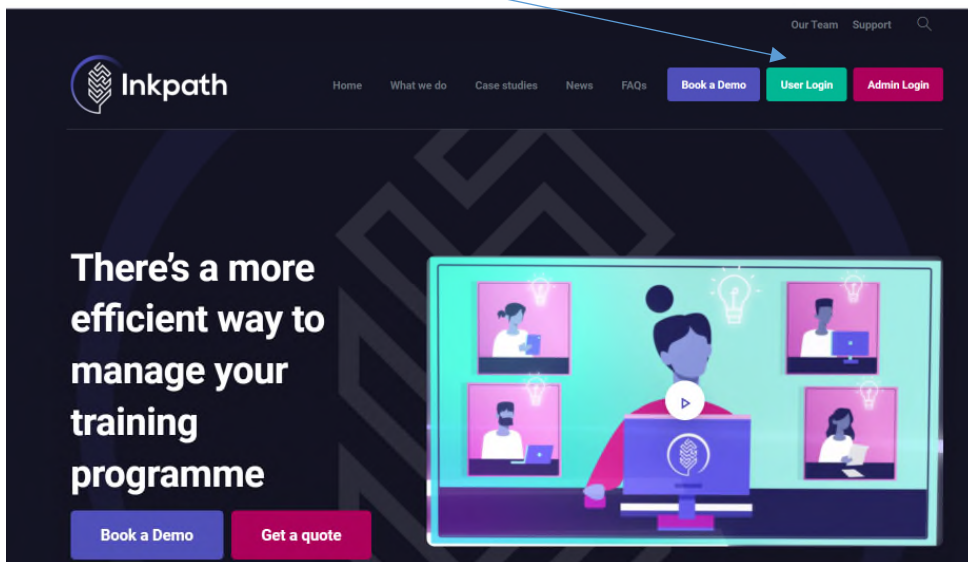


How to create an account to InkPath:

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.

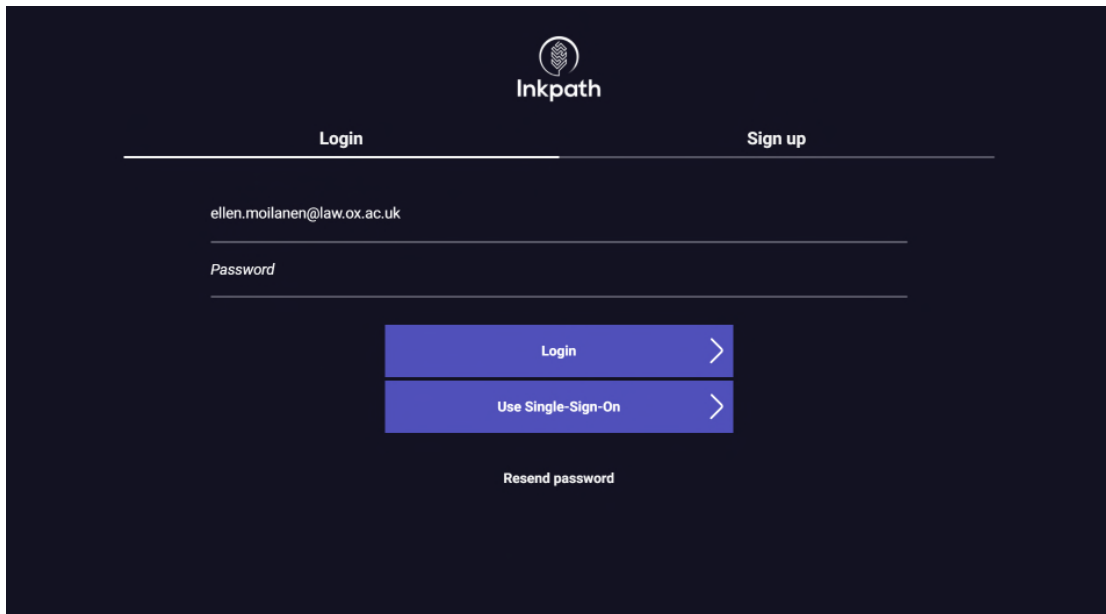
- 1) Go to 'User Login'. The app will bring you to the login page straightaway.



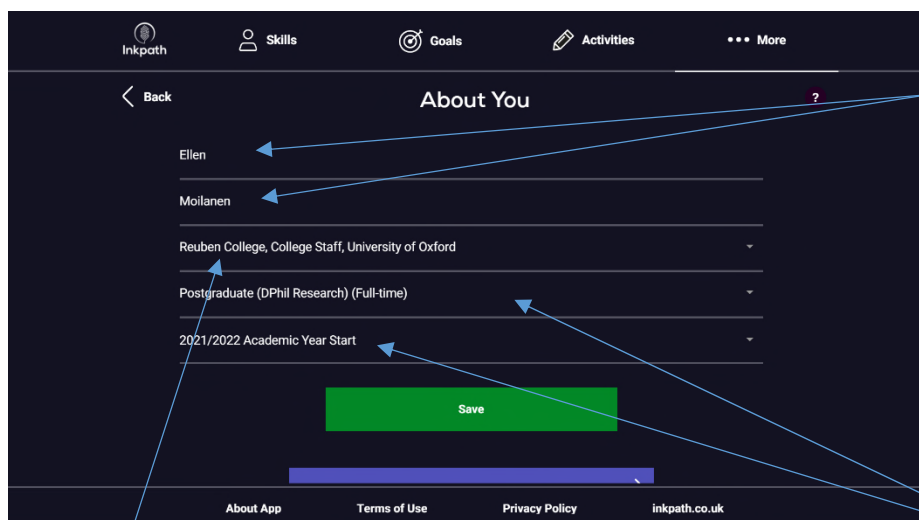
1. Tab to Sign-Up. **DO NOT LOG-IN WITH SINGLE-SIGN ON**. This function is not yet activated for Oxford.

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.



5. It will ask you to re-set your password once you have logged in.
6. Once you are logged in, you will see this screen to set yourself up as a user. Save the information you have entered.



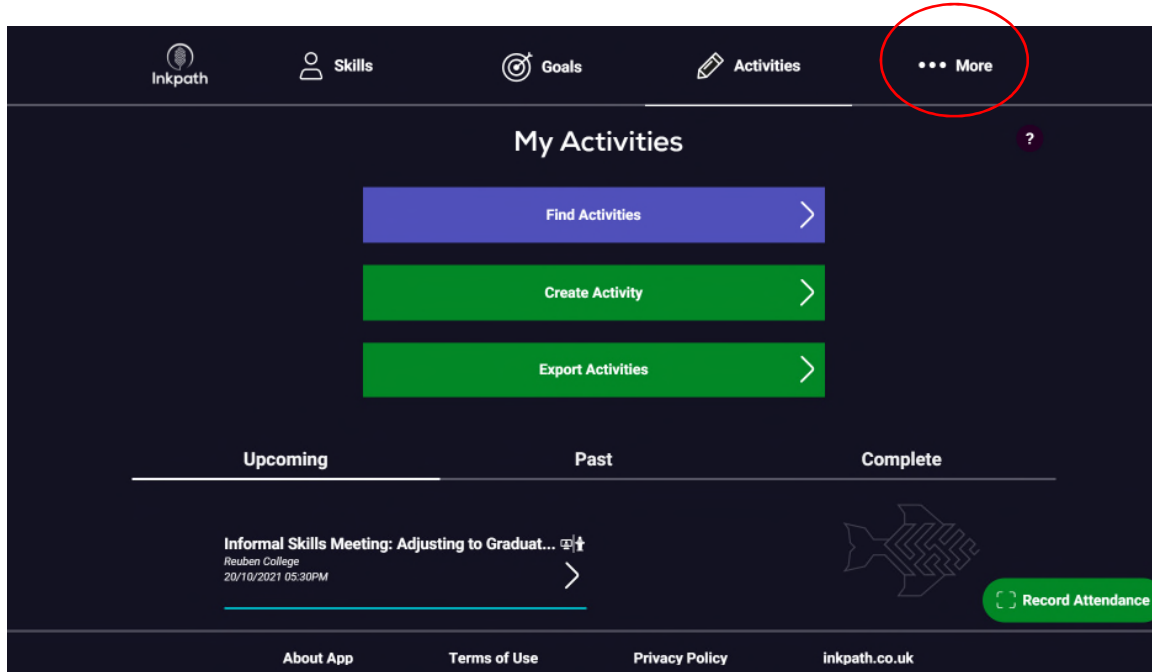
Enter your first name and surname

Fellows and students – Choose your department you are affiliated to. You add Reuben as an affiliation at a later stage

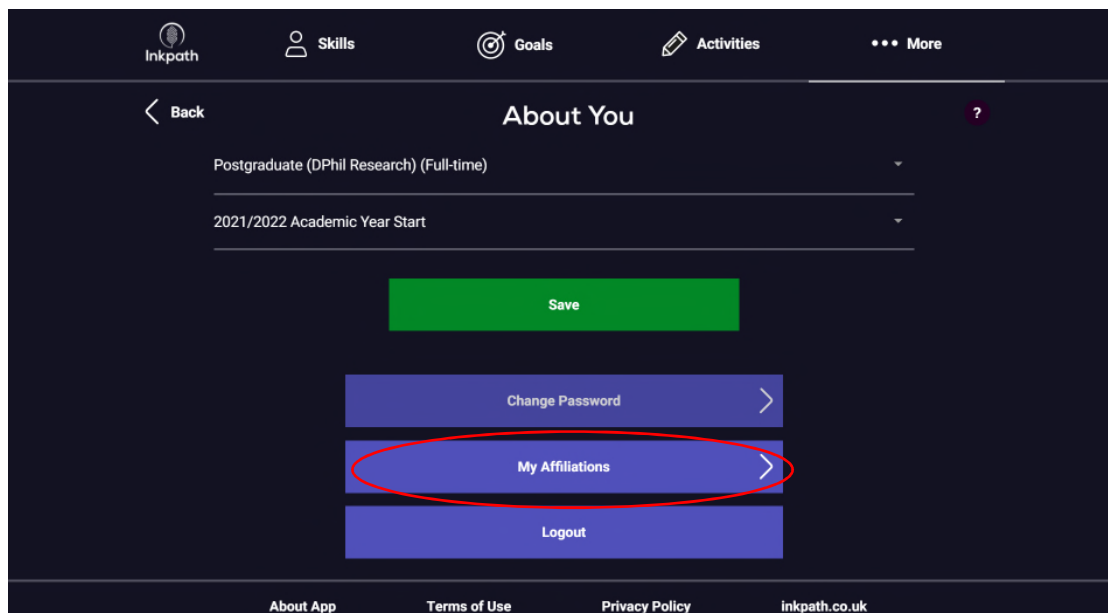
College staff – Choose college staff and Reuben College

Choose a status relevant to you and choose 21/22 as your academic year start.

7. To affiliate with Reuben, choose '...More' at the top right on the webpage or bottom right on the app



8. Go to 'About You'. When see the page below (you may have to scroll down), click on 'My Affiliations'.



9. Click on 'Add an Affiliation' and save the information you have entered.

The screenshot shows the 'My Affiliations' screen in the InkPath app. At the top, there is a navigation bar with icons for 'Inkpath', 'Skills', 'Goals', 'Activities', and 'More'. Below this is a 'Back' button and the title 'My Affiliations'. A modal window titled 'Add an Affiliation' is open, containing three dropdown menus: 'Organisation', 'My programme', and 'Year I started'. A green 'Save' button is positioned below these fields. At the bottom of the modal, a list of existing affiliations is shown, with 'Oxford: Reuben College' selected. The app's bottom navigation bar includes 'About App', 'Terms of Use', 'Privacy Policy', and 'inkpath.co.uk'.

Choose Oxford: Reuben College

Choose 2021/22 Academic Year Start

Choose a status relevant to you.

10. You are now set-up and ready to use InkPath

11. To book into events, go to 'Activities' and 'Find Activities'