

### How do I register for access to a shared folder?

- :: You will need to be registered and logged on to ARTstor. (If you have not already done so, see: "How do I register an account with ARTstor?" or "How do I log on to ARTstor?" in Help.)
- :: Once you have logged on, go to the "Tools" menu on the toolbar and choose the "Shared Folder Registration Manager" option.
- :: In the Shared Folder Registration form that pops up, enter your last name and first name, as well as the Password in the fields provided. Click on the "Register" button to submit your registration.
- :: A confirmation message will appear, informing you that you have successfully registered to the named folder and have Read-Only access which will allow you to view the Image Groups in that shared folder. Reading includes viewing, zooming, exporting and printing. After you click "OK" in the confirmation message, you should see that shared folder listed in the "View Image Groups" drop-down menu on the Welcome Page.
- :: In certain cases, the confirmation message will also inform you that "A private shared folder: <name> (your initials) has been created for you." This means that your Instructor has created private Student Work Folders for all the registrants to his/her shared folder. After you click "OK" in the registration confirmation message, you should see the shared folder (e.g. Renaissance Art), as well as your Student Work Folder (e.g. Renaissance Art (ABC)) listed in the folder drop-down menu whenever you open an Image Group.

A Student Work Folder will allow you to engage in private, interactive, online course instruction with your Instructor. You can save Image Groups related to your course in the Student Work Folder, as well as add your own Student Commentary to images of interest. Only you and your Instructor can view your Student Work Folder and your Instructor can review and edit your work.

### Your Shared Folder information

Course:

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Password:

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