## Step By Step Instructions

- 1. Navigate to <a href="https://kcmpartnerministers.org.uk">https://kcmpartnerministers.org.uk</a>
- 2. Click the 'Register' link in the top menu bar



3. Register with an email and a password of your choice – the password rules can make it a bit tricky, but this helps to improve security!



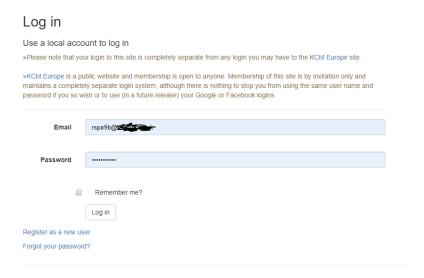
- Check your inbox you should receive a branded email from webmaster@kcmpartnerministers.org.uk inviting you to confirm your account.
  - You can click the link, or if you have higher security set in your email program, copy and paste the long link into your browser address bar.



5. You should receive a confirmatory message on your screen of account activation and an invitation to login:



6. Click the 'here' link or the 'Log in' menu item and enter your details (your browser may remember them automatically):

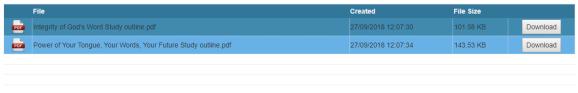


7. Click the login button and you should see the first six letters of your login email in the menu bar on the right and a new item in the menu on the left called 'Resources':



8. You can access the resources by clicking the 'Open' button on the main page area beneath the item you are interested in:

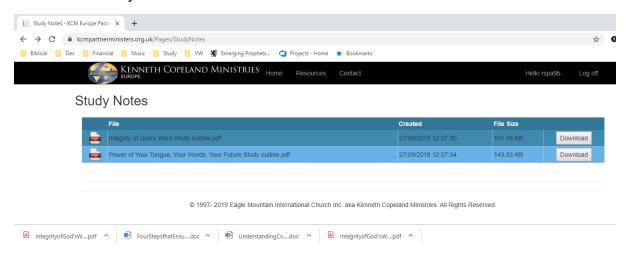
Study Notes



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 The 'Resources' menu or the 'Home' menu returns you to the main page.

- 9. Click the 'Download' button next to the resource you are interested in.
  - Your browser should start downloading immediately or prompt you to save it.
  - Some browsers will also let you open it directly and save it in a location of your choice.



10. Please send comments and suggestions to webmaster@kcmpartnerministers.org.uk or partners@kcm.org.uk

You can also use the 'Contact' menu item for additional contact options.