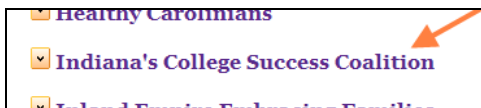




Username and Password Request

1. Go to www.myctb.org
2. Select the Indiana's College Success Coalition from the list of WorkStations.



3. Click on "To request your Username, click here."

A screenshot of the 'Sign In' page. At the top, it says 'The Community Tool Box > Workstations'. Below that is the heading 'Sign In'. There are two links: 'To request your Username, click here.' (highlighted with a red box) and 'To reset your Password, click here.'. Below the links are input fields for 'User name:' and 'Password:', followed by a 'Sign In' button. There is a checkbox for 'Sign me in automatically' which is checked. At the bottom, it says 'Not a workstation user yet? Create a new account click Here' with a 'Here' button.

4. Fill in your email address (the one used for Learn More Indiana) and click **Submit**.

A screenshot of the 'Username Request' form. At the top, it says 'Go back to site'. Below that is the heading 'Username Request'. The text reads: 'Enter the email address you used to create your workstation account and your username will be emailed right away. Thank you.' Below this is an 'Email Address:' label followed by an input field. At the bottom right is a 'Submit' button.

The following will appear if your request was successful.

A screenshot of the 'Username Request' form showing a successful message. At the top, it says 'Go back to site'. Below that is the heading 'Username Request'. The text reads: 'Enter the email address you used to create your workstation account and your username will be emailed right away. Thank you.' Below this is an 'Email Address:' label followed by an input field. At the bottom right is a 'Submit' button. Below the 'Submit' button, the text 'Username sent. Return to login.' is displayed, with a red arrow pointing to the 'Return to login.' link.

5. Go back to www.myctb.org and select Indiana's College Select Coalition.
6. Click on "To reset your Password, click here."

The Community Tool Box > Workstations

Sign In

To request your Username, [click here.](#)
To reset your Password, [click here.](#)

User name:

Password:

Sign me in automatically

Not a workstation user yet? Create a new account click

7. Fill in the Email Address box with the same address used to retrieve your Username.

Go back to site

Password Reset Request

Enter the email address you used to create your workstation account and your password will be emailed right away. Thank you.

Email Address:

Password reset. Return to [login.](#)

8. Open your email to retrieve the two emails sent to you by toolbox@ku.edu.
9. Your Username will be your last name with two or three numbers after it.
Your Password will be a letter/number combination.
10. Return to www.myctb.org and select Indiana's College Success Coalition.
11. Enter the Username and Password provided and select **Sign In**

The Community Tool Box > Workstations

Sign In

To request your Username, [click here.](#)
To reset your Password, [click here.](#)

User name:

Password:

Sign me in automatically

Not a workstation user yet? Create a new account click

12. Once you have logged on to the Indiana's College Success Coalitions WorkStation, in the top right corner you will see "Welcome <<your Username>>."
13. Click on the down arrow to the right of the Welcome.
14. Click on "Change Password!"
15. Enter your new Password twice and click **Submit**.