**LEARN HOW TO NAVIGATE THE SPNN-CTEP WEBSITE!**

**GO TO** [**WWW.SPNN.ORG/CTEP**](http://WWW.SPNN.ORG/CTEP)

**SECTION A: QUICK LINKS**Go to www.spnn.org/ctep and click on “quick links.” Which of the sites linked here are password protected? **THE “MEMBER SITE”**

UNDER “QUICK LINKS”
Click on “CTEP CommonGround (Internal CTEP Members-Only” Site.” (The web address is Members.technologypower.org).

ADDING MEMBERS TO THE SITE

1. ENTER YOUR INFORMATION:
Login In to site. Go to “My Account.” Click on Member Profile and enter all Information except Biography and Work Phone.
For “LOCATION,” enter your current home address.
2. CREATE A BIOGRAPHY for your partner.
3. Find a Partner. Have them login. Go to “My Account.” Click on Member Profile, interview your partner and record their biography in the biography section…
**Do not use this person’s name in the biography.**Please use “they” as a pronoun when writing the biography.

Respond to the following questions. What is your life history? What is a little known secret about you? What is your life mantra?

**OTHER PARTS OF THE MEMBER SITE**

1. TRAINING DAY MATERIALS
You heard there was a **website from a Corps day** from August 2009 that had to do with a project called Rethink Recycling.
What is the URL?
2. THE FORUMS:
You read an interesting news story or resource on the digital divide and want to add to the “Digital Divide Resources” Forum. Find a unique one online and post it for the group to read.
3. THE CALENDAR

A) ENTER YOUR BIRTHDAY on the calendar (each person).

B) Find the first Corps Day in September. Where will it be held?
4. CTEP MEMBER MAPWrite down the names of the three members who live closest to you.

 **SECTION B: DIGITAL LITERACY RESOURCES:**1) Go back to [www.spnn.org/ctep](http://www.spnn.org/ctep) and click on “Twin Cities Digital Literacy Resources Map” under “Digital Literacy Resources.” In the left hand column, uncheck all of the boxes *except* for the box that says “CTEP Sites.” Write down the names of the three of the closest service sites to yours.

A.

B.

C.

2) What are the names of two IT Training Programs in the Twin Cities?

**SECTION C: THE MEMBER HANDBOOK**

Go back to [www.spnn.org/ctep](http://www.spnn.org/ctep) and click on the “Member Handbook.”

1) Click on“CTEP INFO: Calendar, Reporting and Evaluation.”

 A) Look for the “Service Plan Instructions.” When is the service plan due?

 B) Where could you find what category book club hours go on your timesheet?

2) Click on “Member Activities,” then click on “Independent Service Hours.” Up to how many hours can members serve for doing independent service?

3) Click on “Community Resources for Making It Financially.” Then click on the last section, “Additional Ways to Make it Financially.”

Where can you get a cheap or free bike?

Where can you go to see a cheap movie?

4) Click on “Mental Health Resources” What is the name of one clinic that provides walk in counseling?