Setting up an Account for Pbworks

1. Setting up an account
2. Joining a workspace
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1. Go to www.pbworks.com. Click on “Log in” at the top-right corner of the home page:

You are creating a new account, so click on the “Sign up” link shown in the screenshot below.

2. The sign up form will look like this. Fill it out and click: Create Account.

3. After you sign in, you will come to the Home tab of “My Pbworks”. This page shows you all the workspaces (wikis) you have joined. If you don’t see any workspaces listed, you need to “Join a workspace”.

My PBworks

My Workspaces
A list of all the workspaces that you have created or can access. You can leave workspaces that you have created, but you can delete workspaces you no longer need from the workspace’s Settings page.

<table>
<thead>
<tr>
<th>Workspace</th>
<th>Last Changed</th>
<th>Enable Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>busi940-02.pbworks.com</td>
<td>9 views</td>
<td>Leave this workspace</td>
</tr>
<tr>
<td>busi940-03.pbworks.com</td>
<td>44 views</td>
<td>Leave this workspace</td>
</tr>
</tbody>
</table>
Joining a Workspace

1. Type in the name of the workspace you wish to join in the “Join a workspace” window. Click Submit.

![Join a workspace](image)

2. When the next page comes up, click on “Request Access”.

![You aren't a member of this workspace](image)

3. You have to confirm your request a second time by entering a letter in the confirmation box. You can also add a message to your instructor if you like. Then, click on: “Send to administrator”. The workspace you requested will be added to your dashboard as soon as your instructor approves.

![Additional information](image)
Editing your Pbworks Profile

When you log in, you will see three tabs at the top. To edit your profile, email information, or view your list of workspaces, click on the appropriate tab.

It's important that you fill out your profile page. Make sure that your name -not your email address- is in the Name window. Here is where you can upload a photo of yourself that will appear in Pbworks comment threads. It is also where you can delete your account in Pbworks after your course is completed, if you prefer.