

To go to the Past and Present page in Tapped In:

1. Go to <http://tappedin.org/tappedin>
2. You will need a username and password to sign in. If you don't already have one, click on the link in "[Sign up](#) for free membership," type in the requested information on the online form, and then submit it. You will later receive an e-mail message regarding your username and password.
3. Once you are a member of Tapped In, you will need to be invited to join the Past and Present "WAICU Digital" online room. To do this, contact Jonathan Hinck at jhinck@viterbo.edu.
4. Once you are a member, click on the "Member Login" button and enter your username password on the next page. Also click in the "Enable Chat" box. Then, click on the "Log In" button.
5. This should take you to the online Tapped In "Reception" room. Once there, click on the "Search" tab in the upper right hand corner of the page.
6. On the next page, click on the "Groups" link, type in "WAICUDigital" (without quotes) in the search box, and then click on the "Find It" button.
7. On the next page, under "Group", click on the "WAICUDigital" link. On the next page following, click on that link again.
8. You should now be in the Past and Present WAICUDigital Tapped In page. In the upper half of the page you can read messages that are posted in the various boxes.
9. Note the other links along the left hand side of the page, and use the scroll bar along the right side of the page to look up and down.
10. When you are finished, click on the "Logout" button on the top right hand corner of the page.
11. Later on, when you log back in, you should be able to go directly into the WCLA site by changing "Favorite Place" in the drop-down menu in the upper right-hand corner to "WAICUDigital".