

Fairness.com LLC logo and tag line "Life isn't fair... but we're working on it"®

Orientation Overview

explain nature of the informal cooperation between the program and Fairness.com.

Table of Contents

Before you begin learning about our web-based software, we need to pass on some logistical information:

- I. [Your Registration on the Website](#)
 - II. [Logging onto and off of the Fairness.com Site](#)
 - III. [Don't Access Any Modules or Fields Without Training](#)
 - IV. [Submitting Accurate Information on the Fairness.com Website](#)
 - V. [Account Security](#)
 - VI. [Dealing with Software Problems](#)
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I. Your Registration on the Website

Use our Registration Form at <http://www.fairness.com/register/>, input your email address and a password of your choosing, and then fill out the extremely short form on the next page that has you confirm your password and enter your name and a security question/answer (you can change this data later on your [Personal Settings Page](#)). You'll then have to agree to our site's click through Conditions of Service user agreement.

II. Logging onto and off of the Fairness.com Site

Once you're a registered user, begin each session on the Fairness.com site by logging in; simply enter your email address and password in the Status Box in the upper right-hand corner of most screens or go to the [registration page](#).

III. Don't Access Any Modules or Fields Without Training

We've tried to make the training a step-by-step process so that you're never faced with tasks (or computer screens) that you haven't first received some training on. **If there's a data entry field whose function hasn't been explicitly explained to you, either verbally or via documentation, *don't* guess about what to do; contact the Fairness.com office by email to find out what you need to know!**

Note-- You're welcome to experiment with any non-editorial features of the Fairness.com site that regular users have access to.

IV. Submitting Accurate Information on the Fairness.com Website

Accuracy should be your most important goal. *Don't let anything compromise accuracy* (e.g. time pressure to get something done, an unclear way of expressing your thoughts, whatever).

V. Account Security

A few basic reminders:

- If you're working at a public terminal (school library, Internet cafe, whatever), you must log off the Fairness.com site each time you stop working; unless you do this, anything anyone does to or inputs on our system will be attributed to you! You can log off either by clicking the "log off" link on the navigation bar or by going to [Personal Settings Page](#).
 - Be smart about your password; don't choose one that's a simple name or word, don't use something that's easy for someone who knows you to guess, don't leave your password on a sticky note attached to your monitor or in your drawer, etc. etc.
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VI. Dealing with Software Problems

Our software is 99+% problem free, but if you run into a problem:

1. read the troubleshooting information at http://www.fairness.com/training/problem_reports
 2. send an email to interns@fairness.com
 3. if it's really an emergency, you can phone our office during **9-5 Eastern time** office hours: 434/975-0780.
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You're now ready to learn how to choose Articles to submit.