

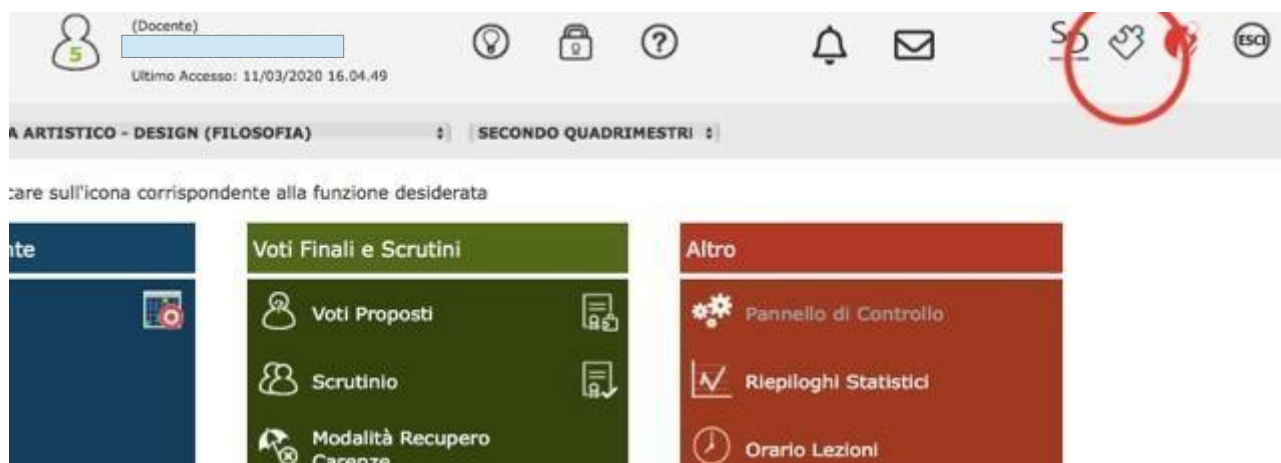
# Platform activation instructions Collabora-Axios

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The **Collabora** platform allows to generate virtual classrooms integrated with the electronic register classes.

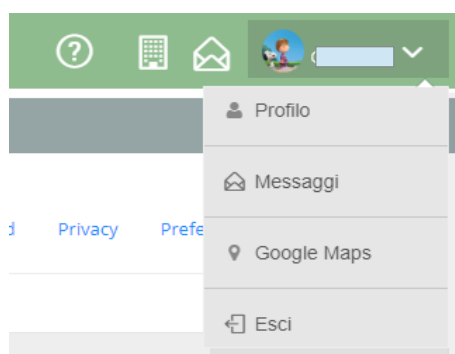
Here is how to activate it.

1) Enter the electronic register and click on the icon on the top right corner in the shape of a puzzle card; the system will ask you to enter the username and password of the electronic register



1) The first time you enter, the platform may show the user profile screen which can also be accessed through the top right button

The fields "first name, last name, email, tax code" should already be filled in. If you want you can enter an avatar to be recognizable within the classes.

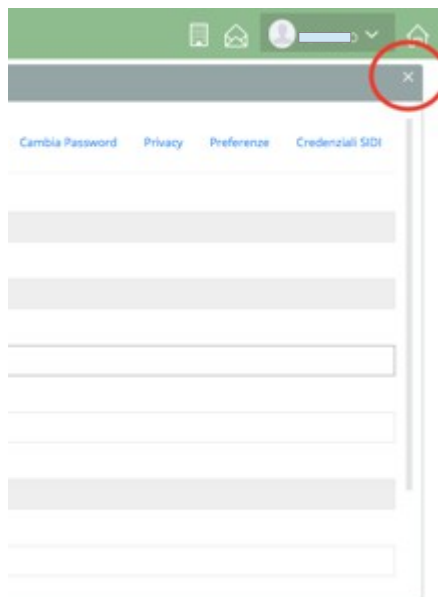


- 2) Click on "Privacy", read all the information related to the use and transfer of data and at the end tick "I accept".
- 3) It is possible, by clicking on "Change Password", to enter a new one that respects the indicated criteria (10 characters, with upper and lower case, numbers and graphic signs).

**ATTENTION: from this moment the password to enter the electronic register will change as well, so please remember and mark WELL and carefully the new password you've just entered.**

The repetition of the new password is necessary to guarantee the certainty of typing.

Save and click on the closing X on the top right corner of the window to access the platform



6) By clicking on the question mark, you can download the INSTRUCTION MANUAL FOR FAMILIES for the use of the COLLABORA-AXIOS platform.



You can also consult the MANUAL in the digital school section of our website.