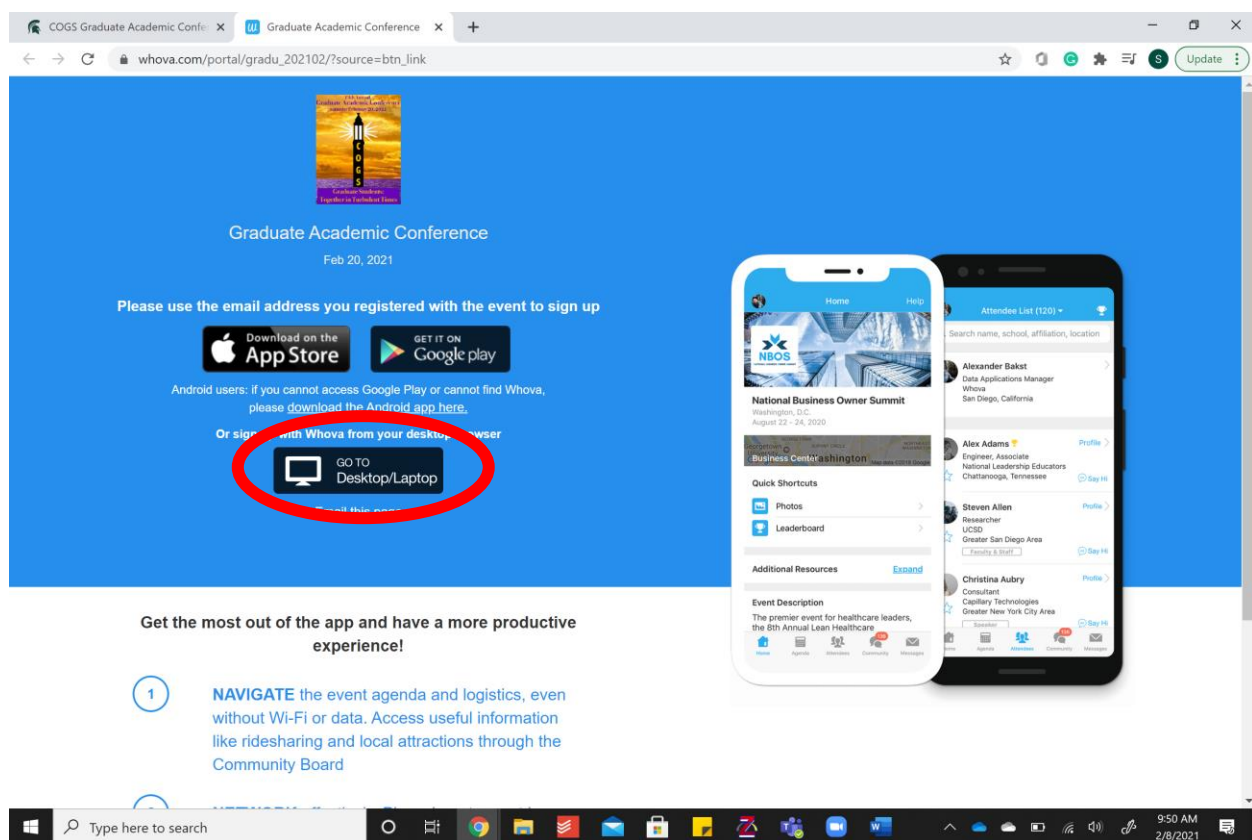


## COGS Graduate Academic Conference

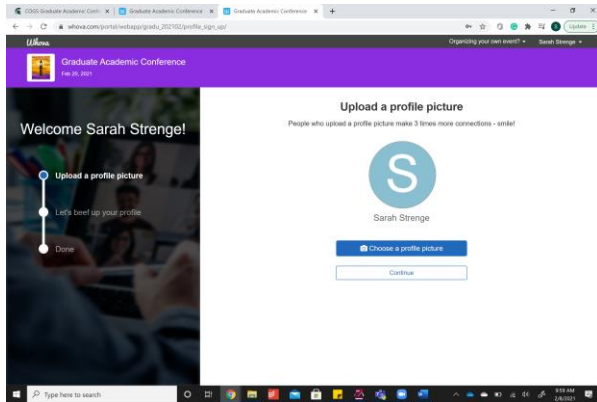
### STEP-BY-STEP: Whova Sign Up

1. Click on the LINK provided in your Whova Email. OR Click on the GET WHOVA NOW button on the COGS GAC Website. This will take you to the Whova site.
2. You should see the screen pictured below. If you will be using your computer to participate, choose (click on) the “Go To Desktop/Laptop” Option. (NOTE: On this page you can download the app for iPhone or Android in the App Store or Google Play. This would give you access on your phone to the GAC.)



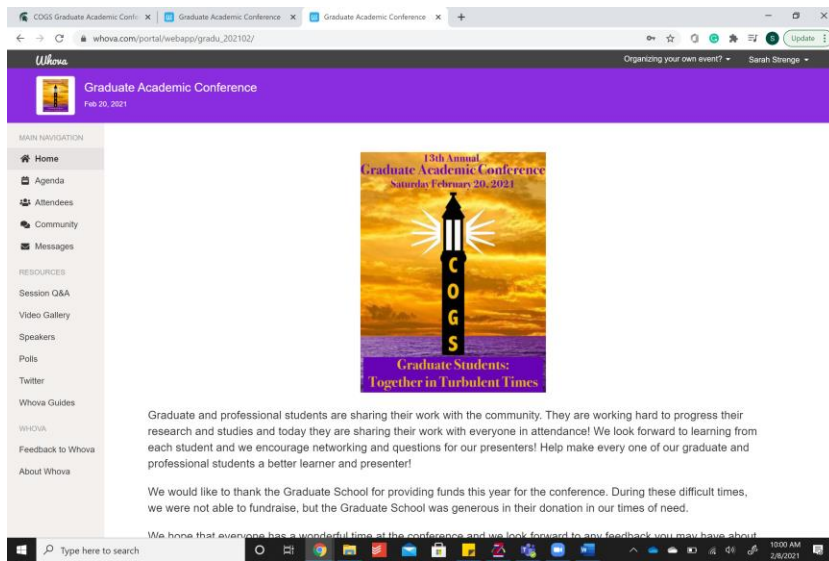
3. Next you will see the Sign In Box. NOTE: **You do NOT yet have an account**, so under the blue “Sign In” box you will see “**Don’t Have an Account? Sign up Here.**” – **Please click on that.**
4. To register for the site access simply fill out the form that appears and click Sign. You will need to create your own password. Make sure to keep that handy. Also, make sure you are entering the email address that you provided us and are receiving our GAC emails at.

- Once you have signed up, you should be redirected to update your profile. This information does not need to be added if you do not want to. It is not necessary for the GAC. Simply hit continue to skip these options. The last profile screen will have a section near the bottom of the page showing boxes checked for Whova to send you emails, which are marketing related. You can “uncheck” those boxes.



- After filling out the information asked for or skipping those extra steps, you will have reached the conference platform!

From here you can navigate using the left hand side of the screen for the agenda, attendees, any messages from others in attendance, and if you would like to learn more about the site and things you can do you can watch the Whova Guides.



If you have any difficulties, please reach out to [office@cogs.msu.edu](mailto:office@cogs.msu.edu).

Thanks for registering and we hope that you have fun at the 2021 Graduate Academic Conference!!!