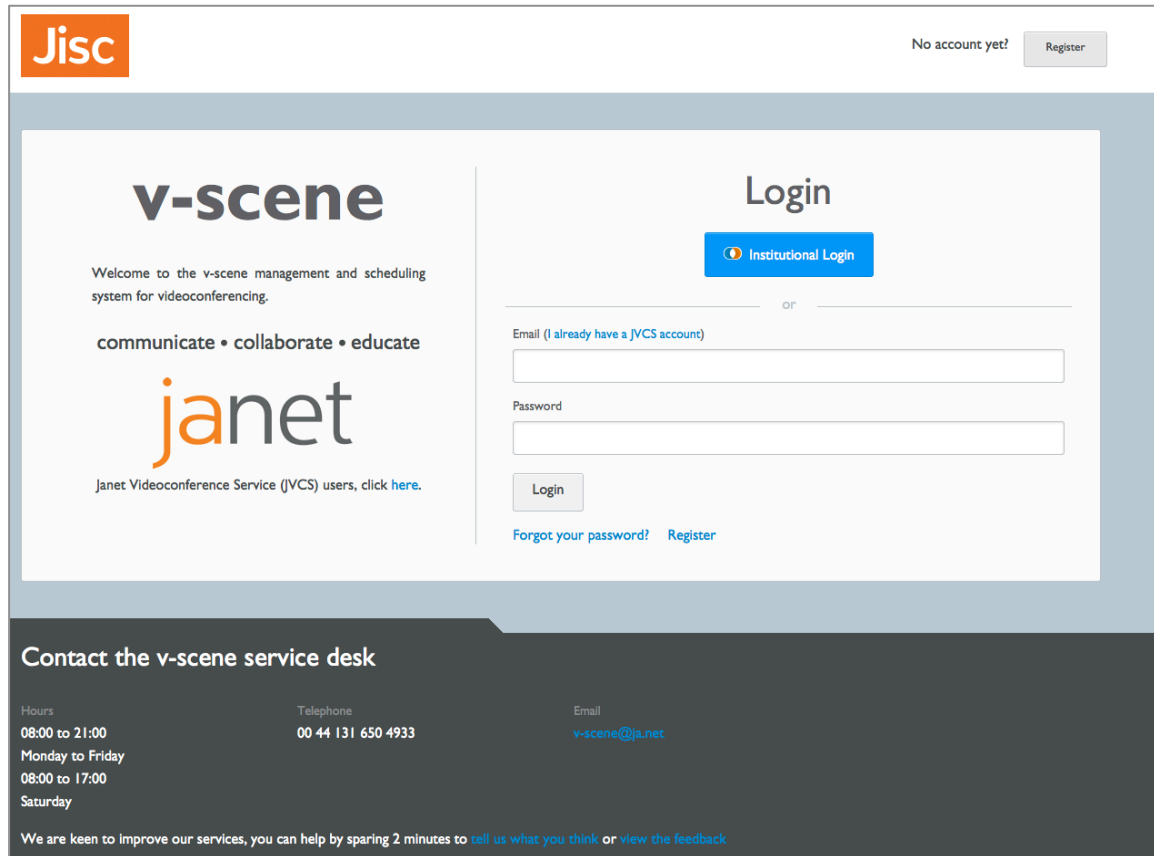


# How to register for v-scene

1. Navigate to [v-scene.ja.net](http://v-scene.ja.net)



The screenshot shows the v-scene website homepage. At the top left is the Jisc logo. At the top right, there is a link "No account yet?" and a "Register" button. The main content area is split into two columns. The left column features the "v-scene" logo, a welcome message, the tagline "communicate • collaborate • educate", the "janet" logo, and a link for JVCs users. The right column is titled "Login" and includes an "Institutional Login" button, a separator line with "or", an email input field, a password input field, a "Login" button, and links for "Forgot your password?" and "Register". At the bottom, there is a dark grey footer with contact information for the v-scene service desk, including hours, telephone number, and email address.

**Jisc** No account yet? Register

## v-scene

Welcome to the v-scene management and scheduling system for videoconferencing.

communicate • collaborate • educate

# janet

Janet Videoconference Service (JVCs) users, click [here](#).

## Login

Institutional Login

or

Email (I already have a JVCs account)

Password

Login

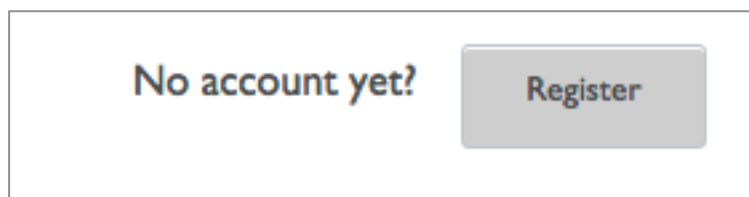
[Forgot your password?](#) [Register](#)

### Contact the v-scene service desk

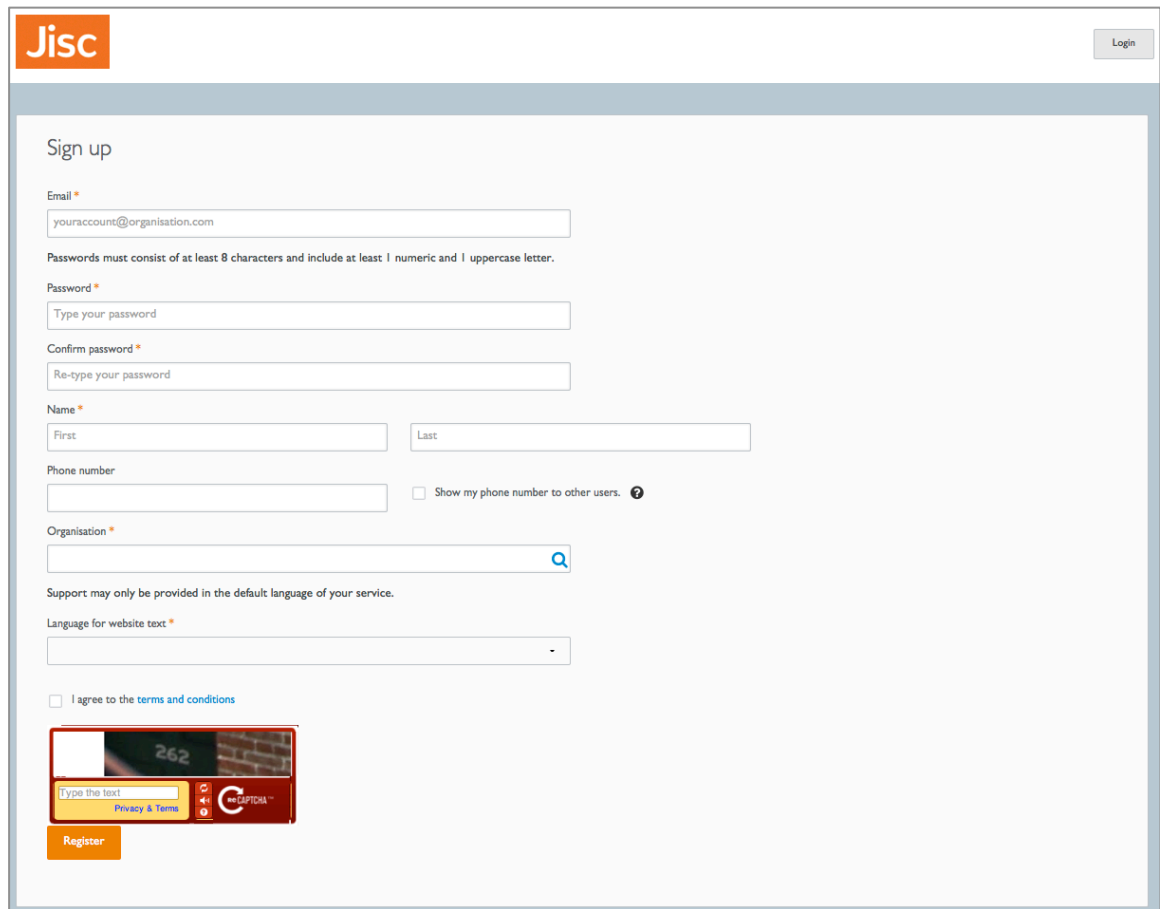
Hours	Telephone	Email
08:00 to 21:00 Monday to Friday 08:00 to 17:00 Saturday	00 44 131 650 4933	<a href="mailto:v-scene@ja.net">v-scene@ja.net</a>

We are keen to improve our services, you can help by sparing 2 minutes to [tell us what you think](#) or [view the feedback](#)

2. At the top right of the page click on “Register”, which will take you to the registration page.



3. Fill in your details on the registration page including creating a password.

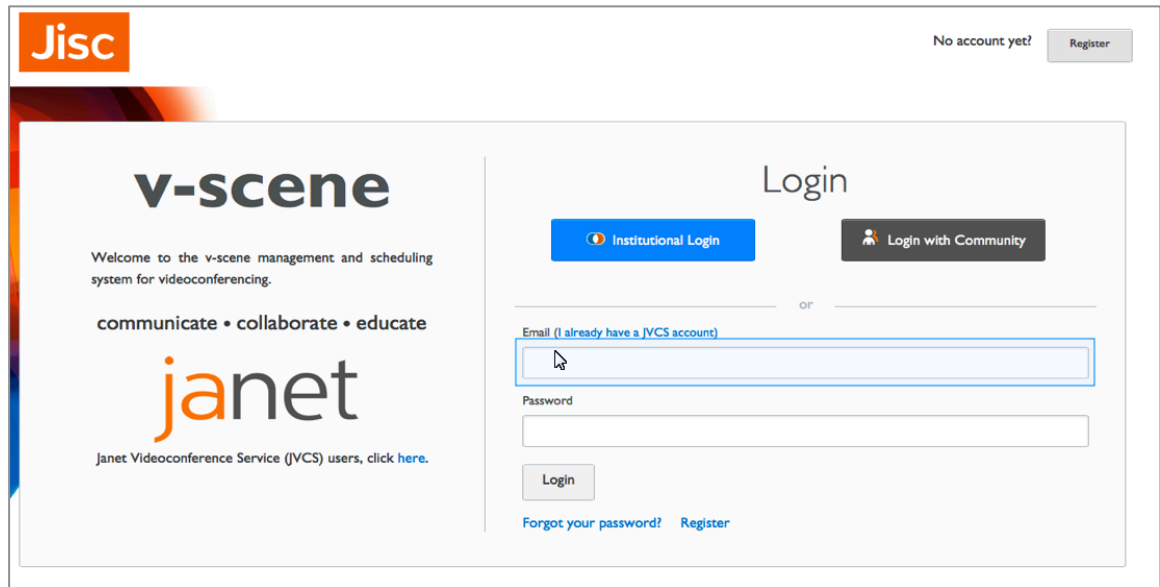


The screenshot shows the Jisc registration page. At the top left is the Jisc logo, and at the top right is a 'Login' button. The main heading is 'Sign up'. Below this are several form fields: 'Email \*' with a placeholder 'youraccount@organisation.com'; a password requirement note: 'Passwords must consist of at least 8 characters and include at least 1 numeric and 1 uppercase letter.'; 'Password \*' with a placeholder 'Type your password'; 'Confirm password \*' with a placeholder 'Re-type your password'; 'Name \*' with 'First' and 'Last' sub-fields; 'Phone number' with a checkbox 'Show my phone number to other users. ?'; 'Organisation \*' with a search icon; a note 'Support may only be provided in the default language of your service.'; 'Language for website text \*' with a dropdown menu; a checkbox 'I agree to the [terms and conditions](#)'; a CAPTCHA image showing the number '262'; a 'Type the text' input field with 'Privacy & Terms' and 'reCAPTCHA' links; and finally a 'Register' button.

Many organisations are already registered in v-scene so by starting to type the name you will be able to select from a short list. If your organisation is not there type the full name and you'll be taken to a page to create a new organisation.

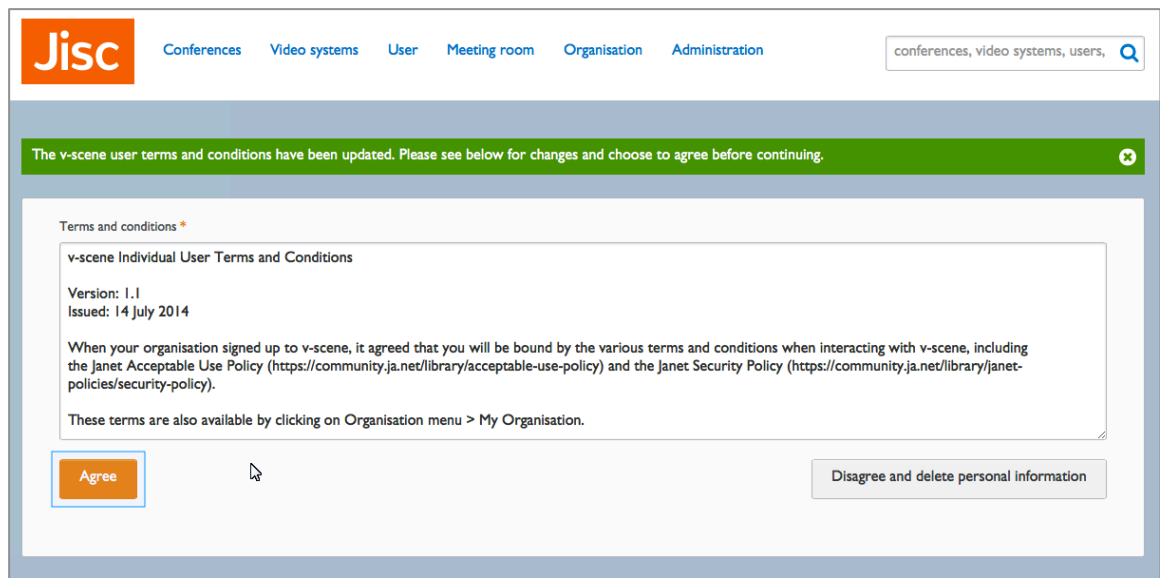
4. Accept the terms and conditions, complete the CAPTCHA and click on "Register".
5. Your account must now be approved by one of a list of administrators for your organisation. This list will be shown on screen. You will be sent an email once your account has approved. You will also be sent an email to verify your email address.

6. Click on the link in the email to verify your address and you will be taken to the log-in page.



Enter your email address and the password you selected, and click login.

7. Next you will need to agree to the terms and conditions.



8. You will then be asked to choose your default videoconferencing system or to register a new videoconferencing system. Click next.
9. You will then be able to complete your v-scene profile and start to book a conference.