

LexData Website

General Member User Manual

A simple guide for new registered members on using the LexData website, accessing the dashboard, registering for workshops, reading messages, and managing account settings.

Who this guide is for
New LexData website members, workshop participants, and general users who need to understand the basic website workflow.

Recommended basic flow:

1. Create account	2. Login	3. Open dashboard	4. Browse workshops	5. Register and check messages
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Version: General member guide
Prepared for LexData website users

1. Getting Started

The LexData website allows registered members to access a personal dashboard, view workshop information, receive messages, and manage account settings. Some workshop information and materials may become available only after your registration or access is approved.

The homepage usually contains public information about LexData, workshops, media highlights, team information, and member access buttons.

2. Create an Account

To become a registered member, open the LexData website and click **Create account**.

- Enter your full name.
- Enter your email address.
- Create a password of at least 8 characters.
- Confirm your password.
- Submit the form.

After creating an account, you may need to check your email and confirm the account before logging in.

3. Login and Access Your Dashboard

Click **Login** and enter your email address and password. After login, you can open your personal dashboard from the homepage or by going to the dashboard page.

Your dashboard is the main control panel for your account. It may include links such as:

- My Learning - view your registered workshops and available learning access.
- Messages - read workshop updates, notices, and links from the LexData team.
- Change Password - update your account password securely.

4. Browse and Register for Workshops

Open the Workshops page to view available workshop information. Each workshop page may include an introduction, schedule, speaker information, session arrangement, and registration option.

To register for a workshop:

- Login to your account first.
- Open the workshop page.
- Click the registration button.
- Submit your registration.
- Check your message box for follow-up instructions.

Guest users may be asked to create an account and login before submitting a workshop registration.

5. Use the Message Box

The message box is where important updates from LexData appear. After registering for a workshop, check your messages regularly.

Messages may include:

- Workshop updates and schedule notices.
- Instructions from the LexData team.
- Links to relevant pages or resources.
- General announcements.

If a message contains a link, click **Open link** to continue.

6. Access Learning Materials

After your workshop registration or access is approved, available session information and learning materials can usually be found from **Dashboard - My Learning** or from the relevant workshop page.

Depending on the workshop, you may see session times, meeting links, documents, recordings, videos, or subsession details.

7. Manage Your Password

If you remember your current login and want to change your password, open **Dashboard - Change Password**. Enter a new password, confirm it, and submit.

If you forgot your password, open the login page and click **Forgot password?**. Enter your email address and open the newest reset email.

Reset links may expire, so always use the latest email link. If the link does not work, request a new reset email.

8. Troubleshooting

Problem	What to do
Cannot create account	Make sure all required fields are filled and the password is at least 8 characters.
Cannot login	Check your email and password. Use Forgot password if needed.
Cannot register for a workshop	Login first, then return to the workshop page and submit registration.
Cannot see workshop materials	Check your message box or wait for access confirmation from the LexData team.
Reset link does not work	Request a new password reset link and use the latest email.

9. Quick Checklist

- Create your account.
- Login and open your dashboard.
- Browse workshops.

- Register for the workshop you want to attend.
- Check your message box regularly.
- Use My Learning to access approved materials.
- Keep your password secure.

Need help?

Use the website message box or contact the LexData team through the official contact channel provided on the website.