# How to Register a blog.binusian.org Account and Start Blogging

Blog Binusian is a Wordpress based blog site that provided for all Binusians as one of the facilities of the BINUS University. Wordpress Blog Engine is a common blog engine all over the internet, but not everyone familiar to Wordpress GUI and Registration. This document provided to you to ease your interaction to blog.binusian.org. Because the Wordpress Blog Engine is updated regularly this tutorial is based on currently latest version of Wordpress, which is 3.8. Wordpress Update will change GUI of the Wordpress' Dashboard and also add more feature, please refer to this document for feature only, not all location of the menu will be the same in another Wordpress Update

I. Registering a Blog Binusian Account
   a. Signing up to blog.binusian
      Please choose the **Sign Up** link at the Home Page of the blog.binusian.org
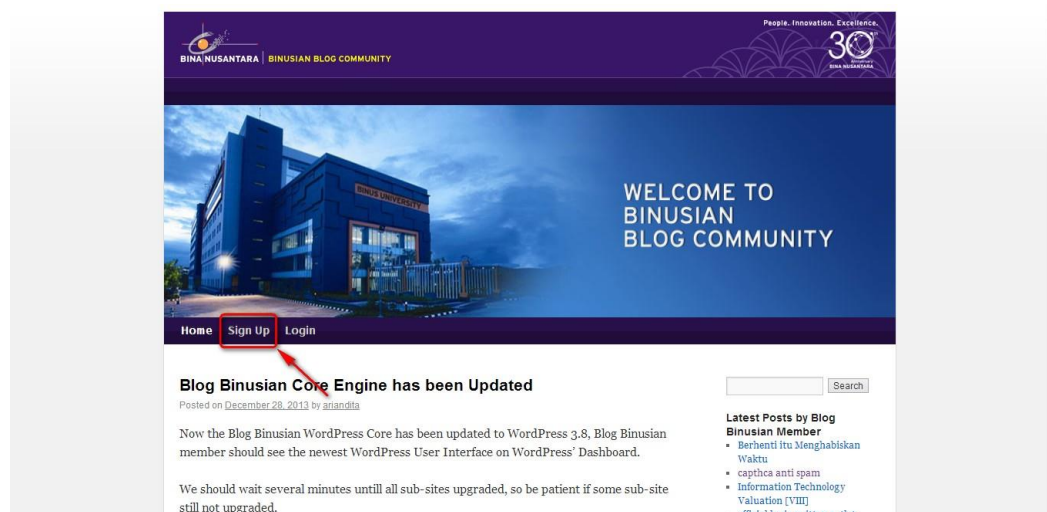
b. Registering for a New Account
   Please choose a Username and fill it in **Username** section, and use your @binus.ac.id, @binus.edu or @binusian.org email address to register. Do not forget to enter the captcha code. Please choose **Gimme a Site !** and click **Next**.

c. Choose a Sub Domain and Site Title
Then choose a **Site Sub Domain Name** for your blog and your **Blog Title** and also select **Yes** for **Allow search engines to index this site** , then select **Signup**
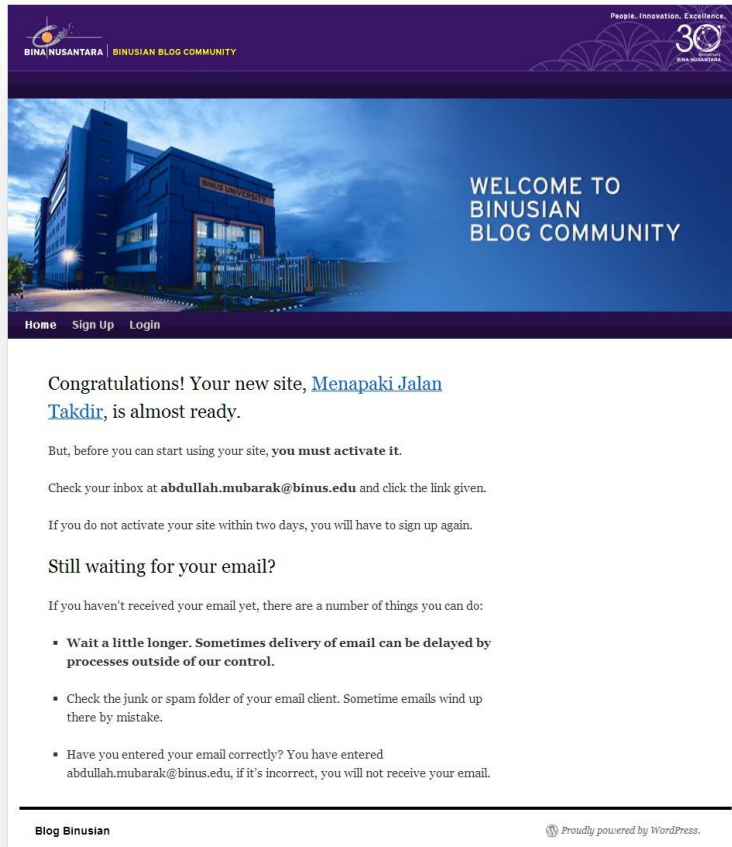
d. New Blog Confirmation

After those steps above a confirmation page will be shown and tell you that you should wait for a confirmation email that contains blog activation code. You must activate your new blog not later that two days after the registration.

e. You should receive an email like this

Thu 02-Jan-2014 20:21

Binusian blog <adminblog@binusian.org>

[Binusian blog] Activate http://abdullah.blog.binusian.org/

To   Ariandita Ardiansyah

To activate your blog, please click the following link:

http://abdullah.blog.binusian.org/wp-activate.php?key=63517b14a7d2d4e1
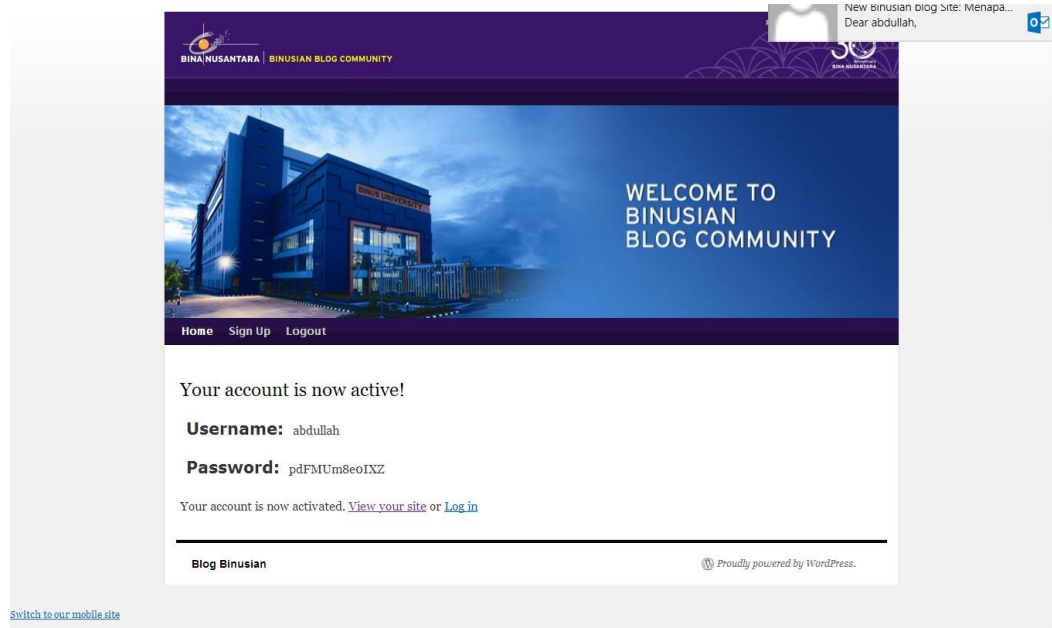
After you activate, you will receive *another email* with your login.

After you activate, you can visit your site here:

http://abdullah.blog.binusian.org/

f. Follow the activation link and you will be bring to a page that tell you that your blog is activated and also tell you your default password

g. After activating your blog you will receive another email that tell you your blog is activated

Thu 02-Jan-2014 21:03
Binusian blog <adminblog@binusian.org>
New Binusian blog Site: Menapaki Jalan Takdir

To   Ariandita Ardiansyah

Dear abdullah,

Your new Binusian blog blog has been successfully set up at:
http://abdullah.blog.binusian.org/

You can log in to the administrator account with the your username: abdullah and password.
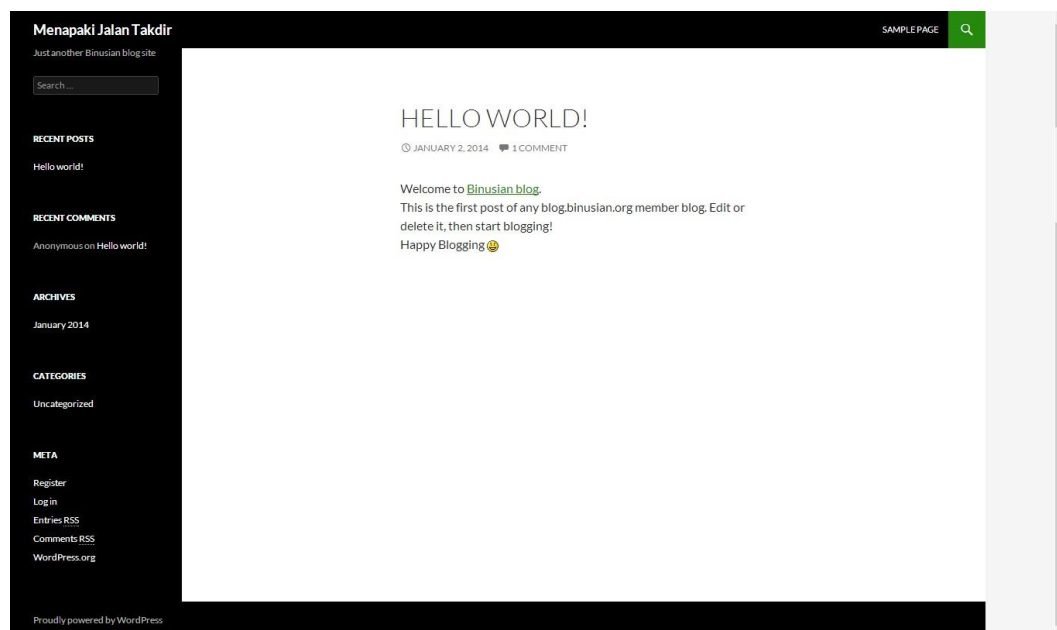If you forgot your password you may go to http://abdullah.blog.binusian.org/wp-admin and choose Lost Password link.
To login to your blog, login here: http://abdullah.blog.binusian.org/wp-login.php

We hope you enjoy your new blog.
Thanks!

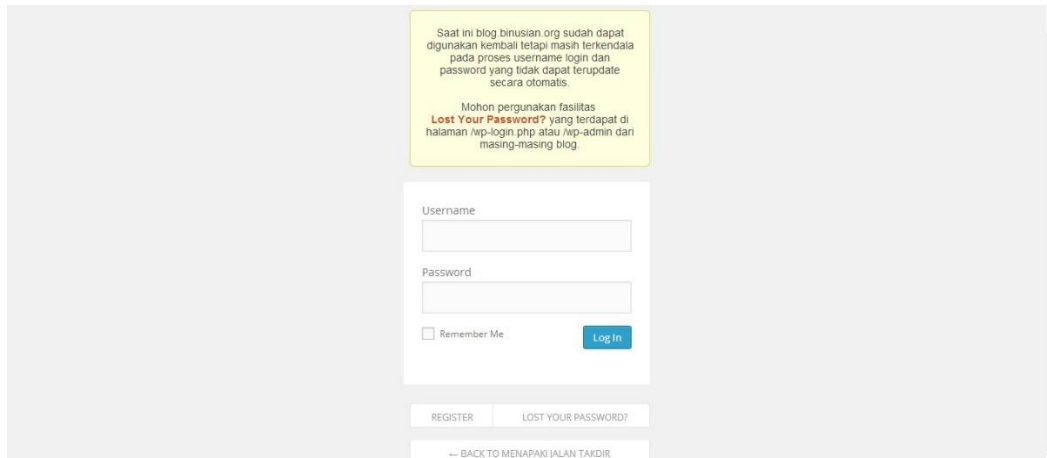--The Support Team @ blog.binusian.org

h. This is how your blog is shown if no customization made

II. Managing your Blog Binusian Site
   a. Login to your Wordpress blog Dashboard using http://blogname/wp-admin, enter your username and your default password, if you forgot your password you can use the **Lost Your Password** link
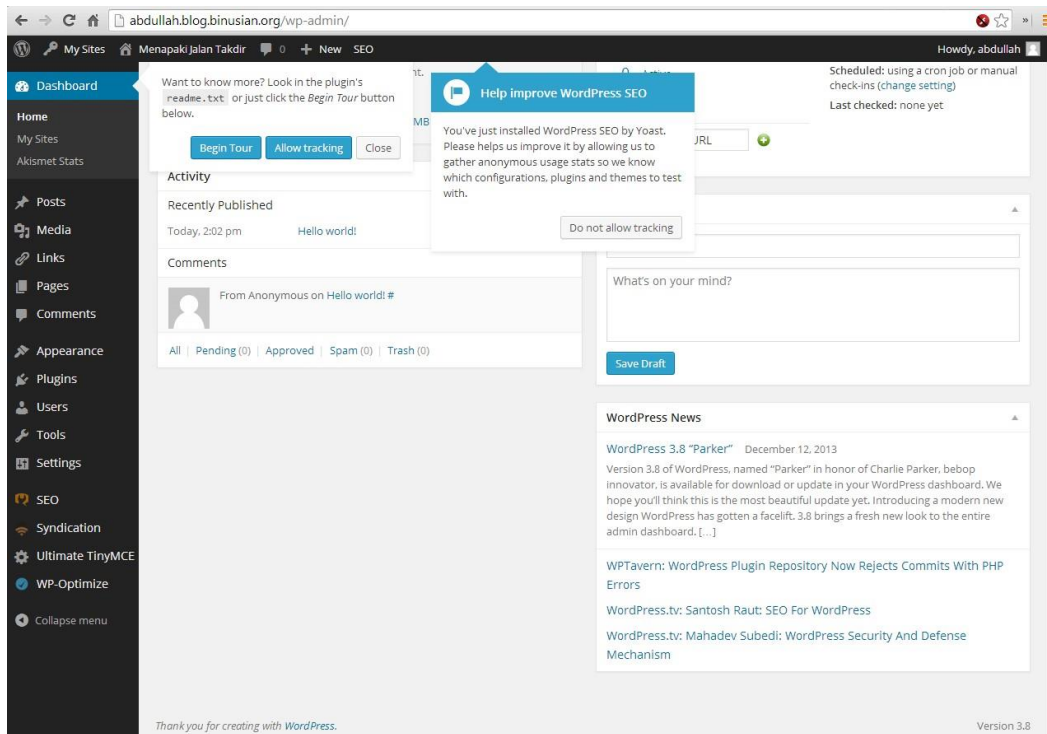
   b. This is the Dashboard of your new blog, if a Wordpress Update is applied there might be a few difference. The Picture below shown the Version 3.8 of Wordpress' Dashboard

c. You can personalise your blog through this Dashboard, try change your Wordpress Theme, select Appearance → Themes
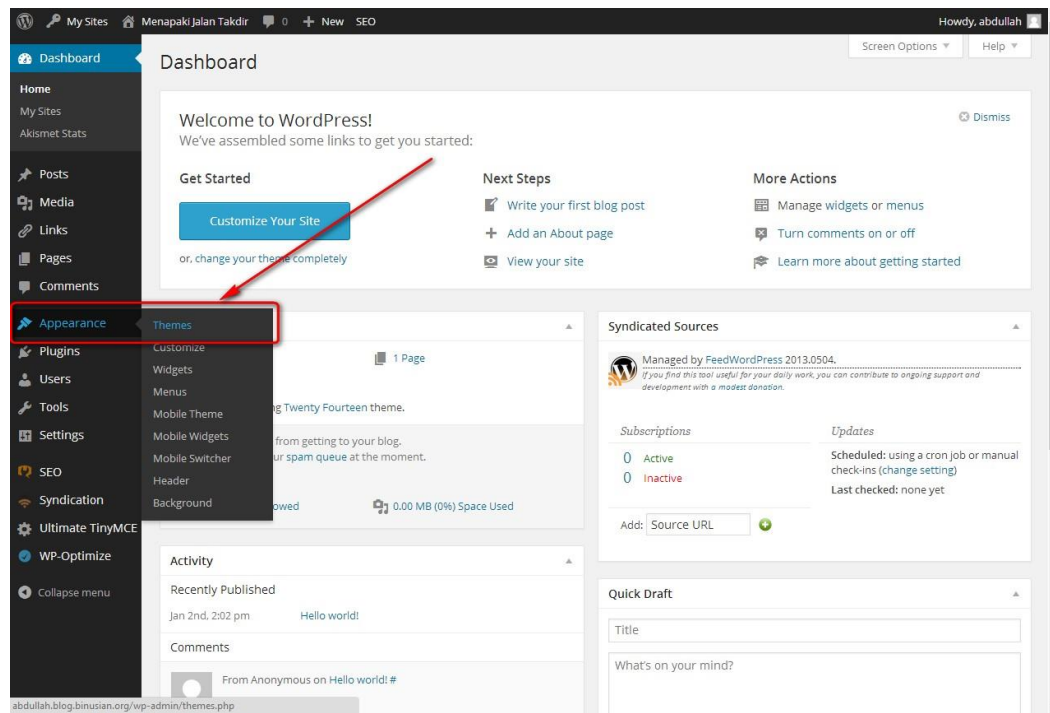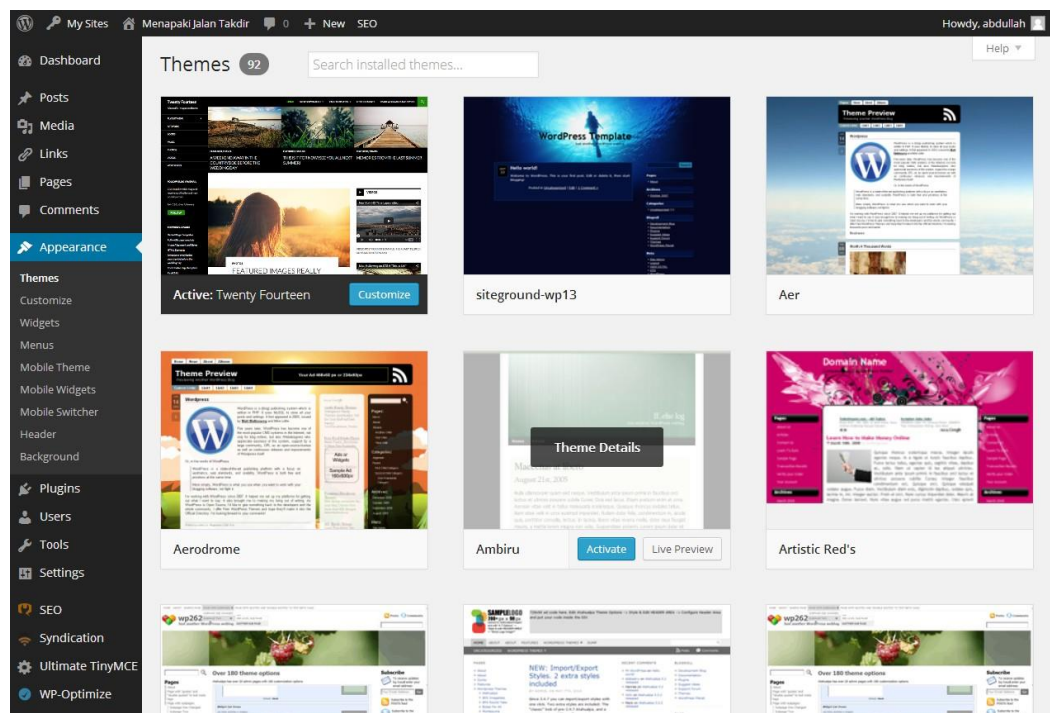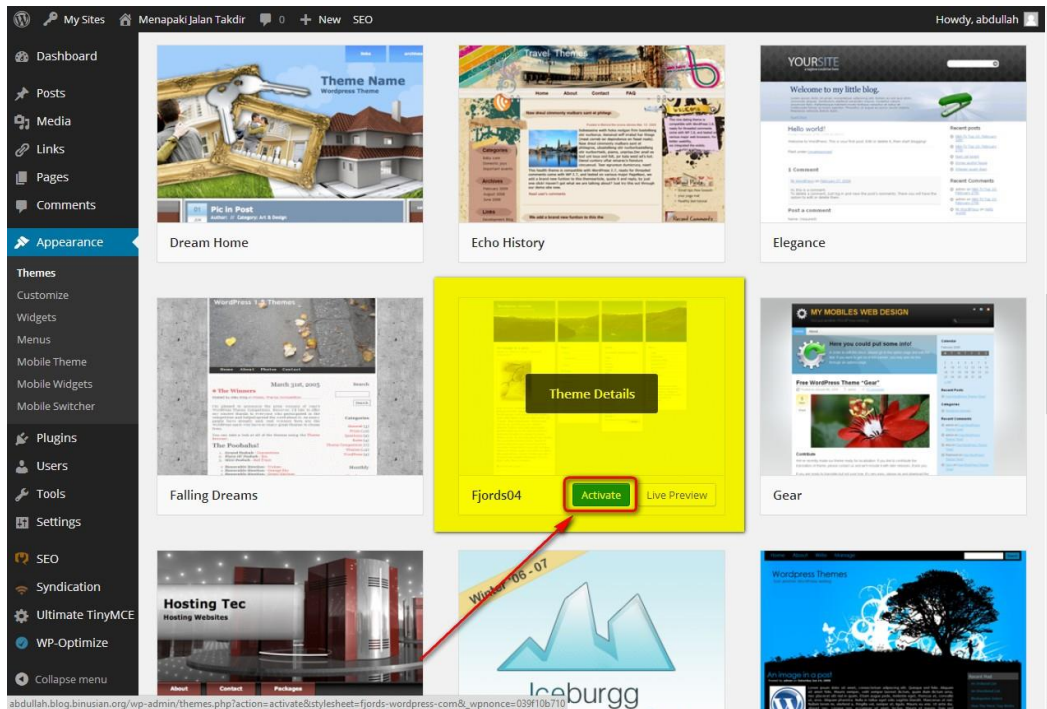

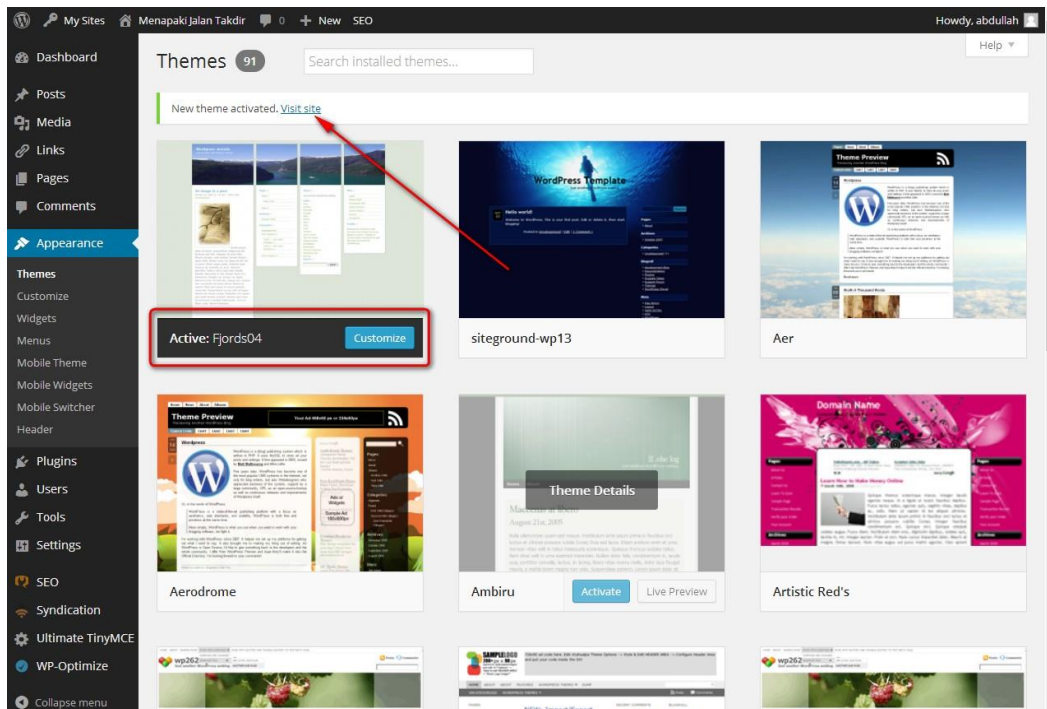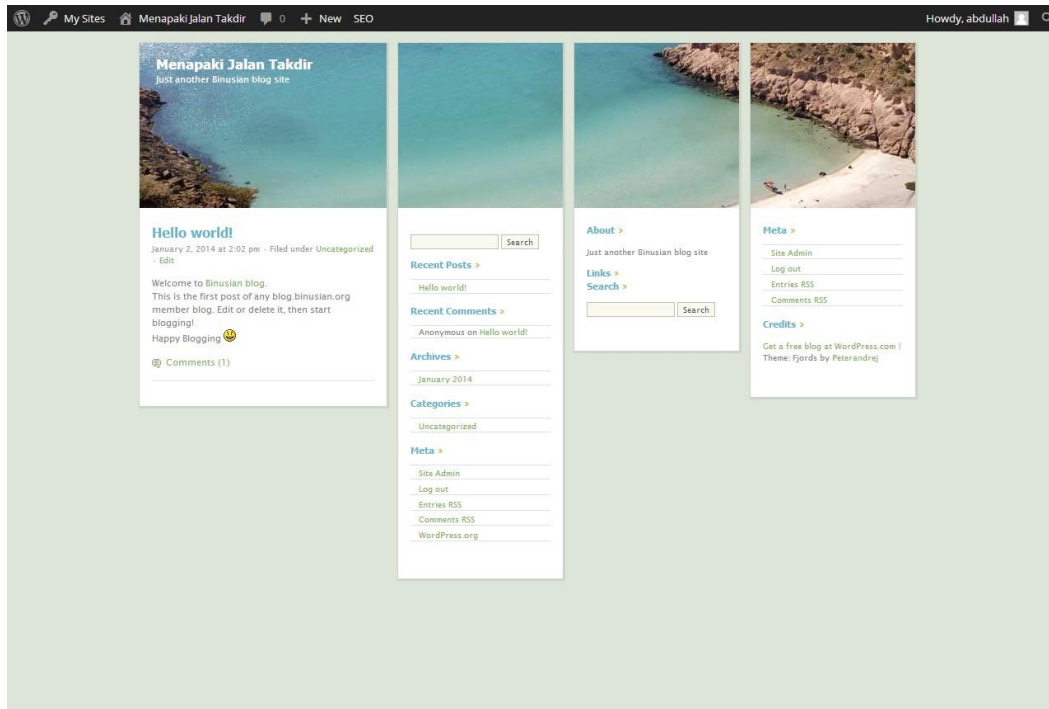d. There are a number of themes that you can use for your blog

e. Here we try to activating the **Fjords04** Theme, click on the theme thumbnail view and click
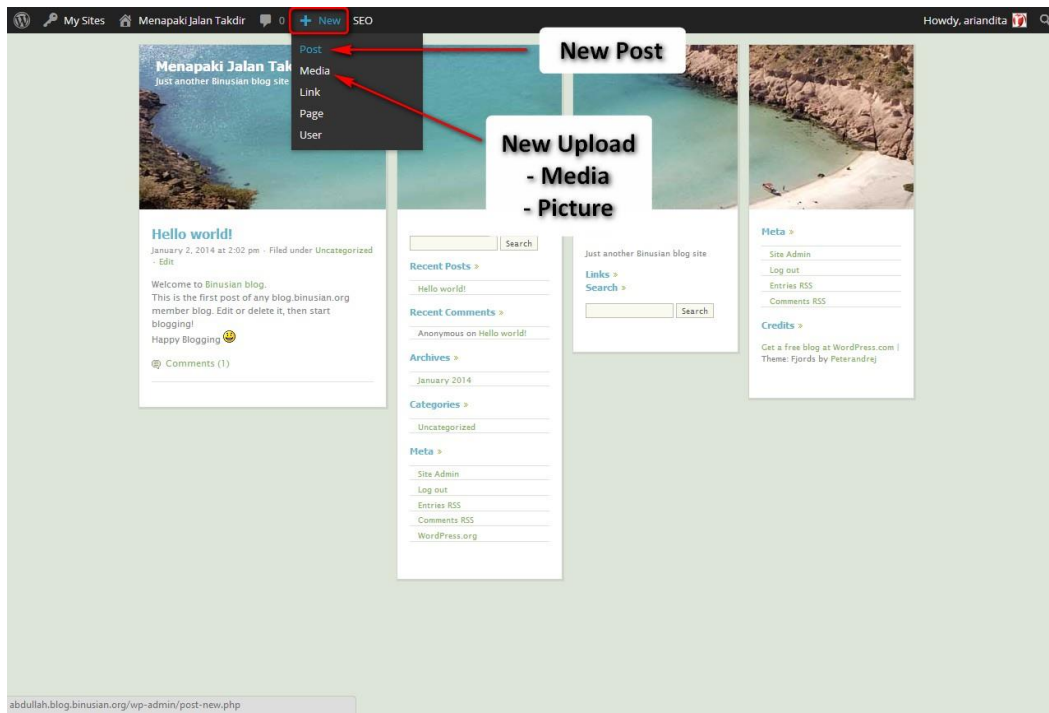   **Activate**

f. Above the thumbnails shown the confirmation that **New Theme activated** select Visit Site to
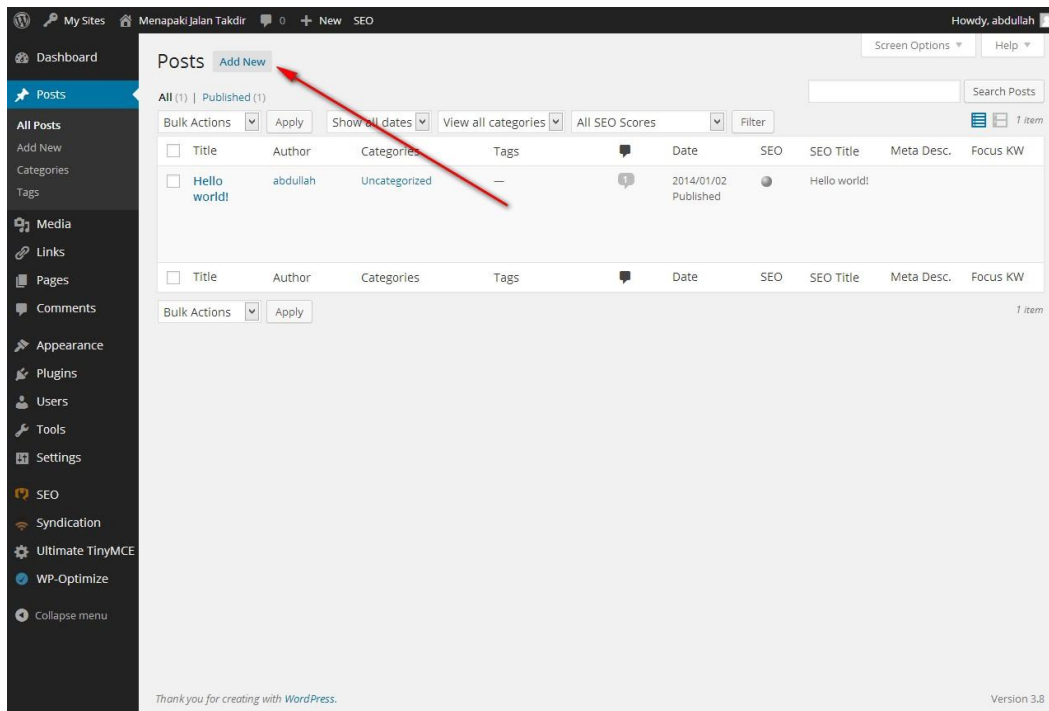   see the current appearance of your blog

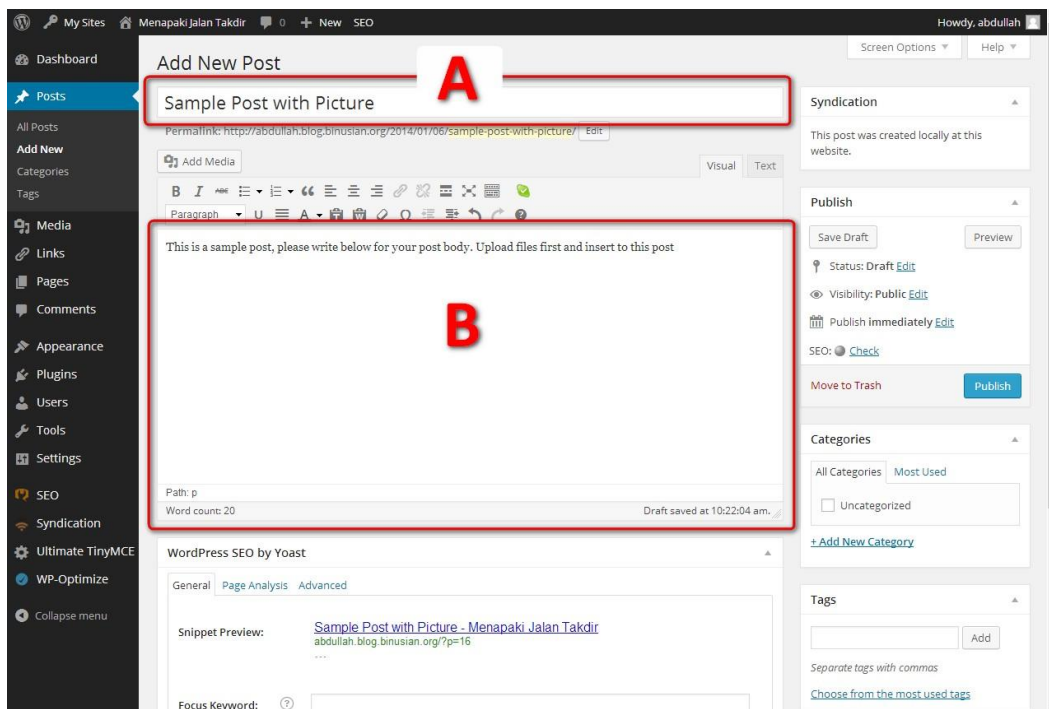g. Here is how our blog is shown after activating new theme

h. Above the page if you are currently logged in to our blog, shown the Wordpress Ribbon Menu, we can add new post or upload new media / picture
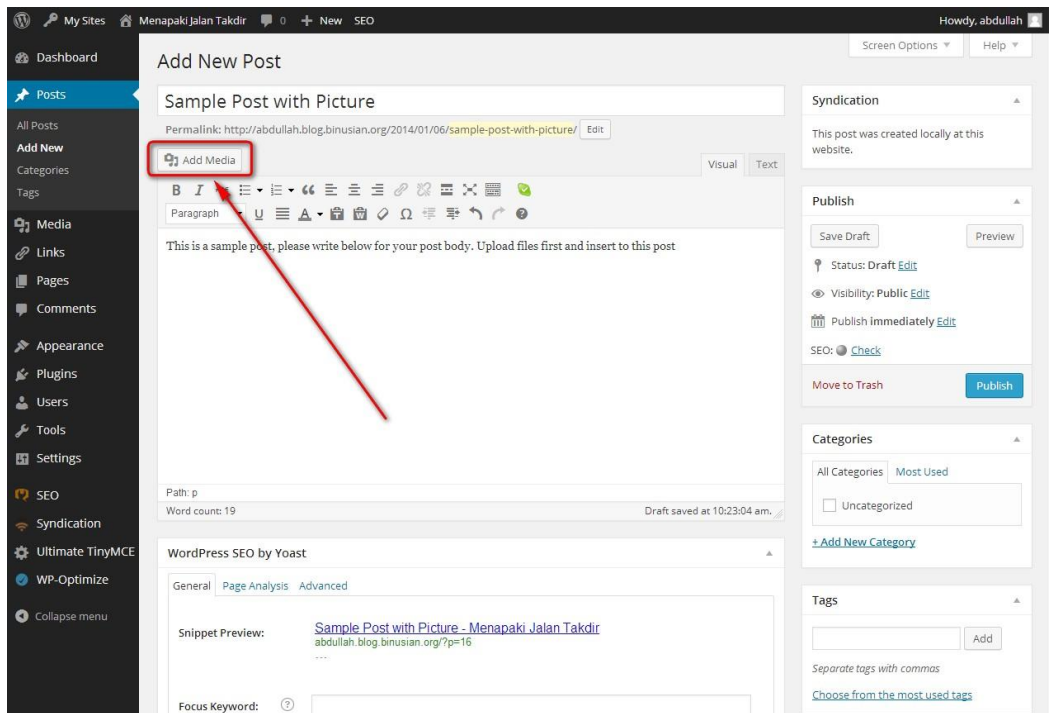
i. Now we make a new post from the Wordpress Dashboard, select **Posts**, and click **Add New**
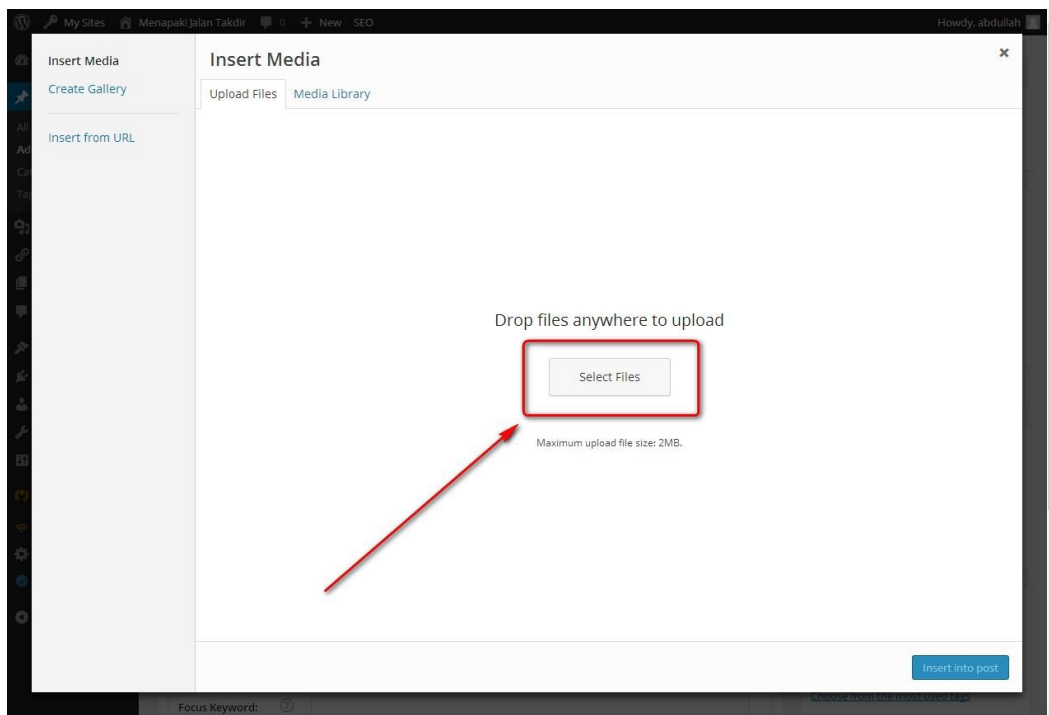

j. The **Add New Post** page will shown, in **area A** is the title of our post, in **area B** is our post.
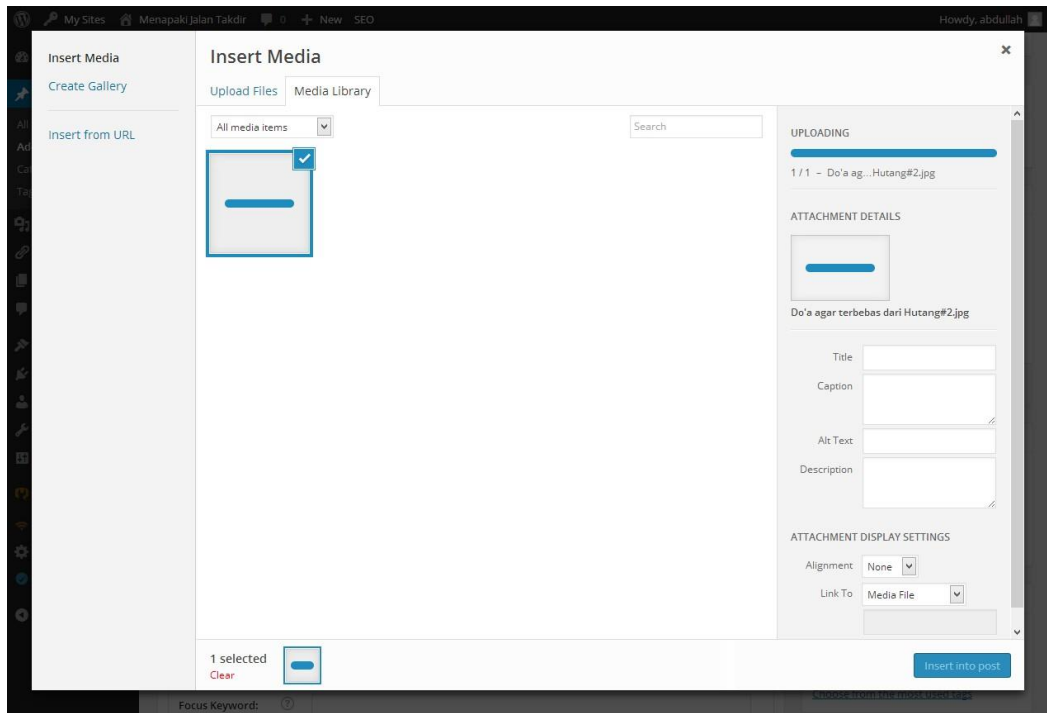
k. Now we want to add a picture to the post, please select **Add Media**.

l. The **Insert Media** pop up will shown, just click Select files, or we can drag and drop the files
to this area.

m. After that dialog need a few minutes or seconds the file/s of ours will be upload to the server, please be patient untill the **Insert into post** button on the bottom right is clickable.
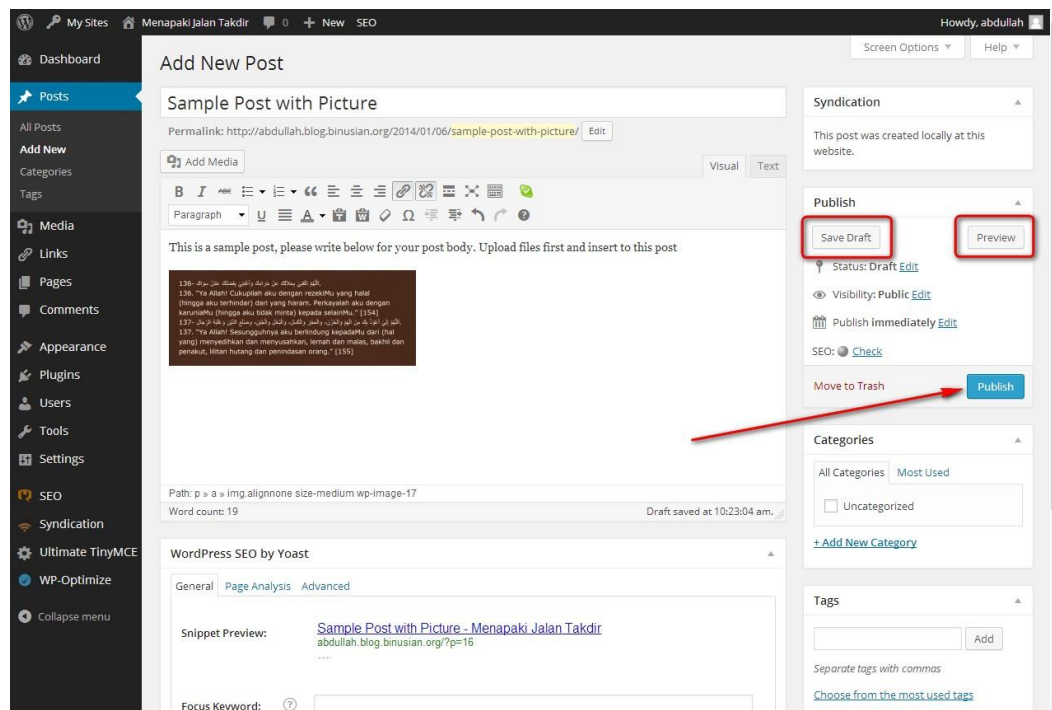

n. Click the **Insert into post** button on the bottom right when it is clickable.
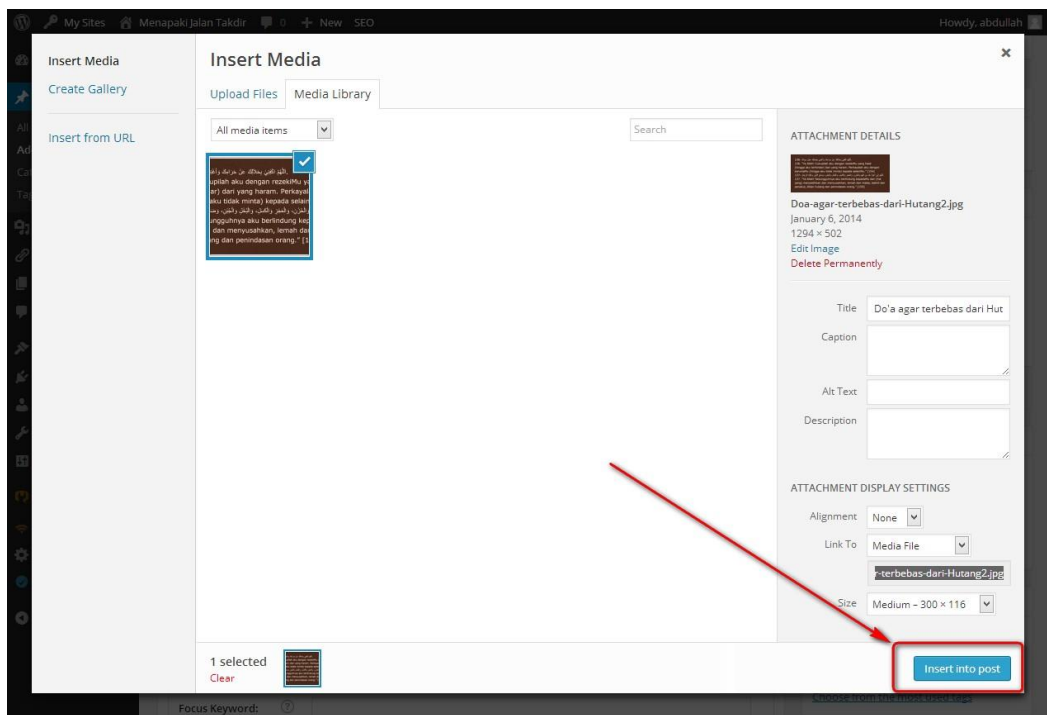
o. The picture we insert is shown on our post, we can save our post to draft by clicking **Save Draft** button or preview it by clicking **Preview** button also we can decide to Publish our post directly by clicking the **Publish** button.

p. We can edit our post if its necessary, the **Update** button will replace the **Publish** button, after updating there will be confirmation above the post that say **Post Published**, click **View Post** if we want to see the result.
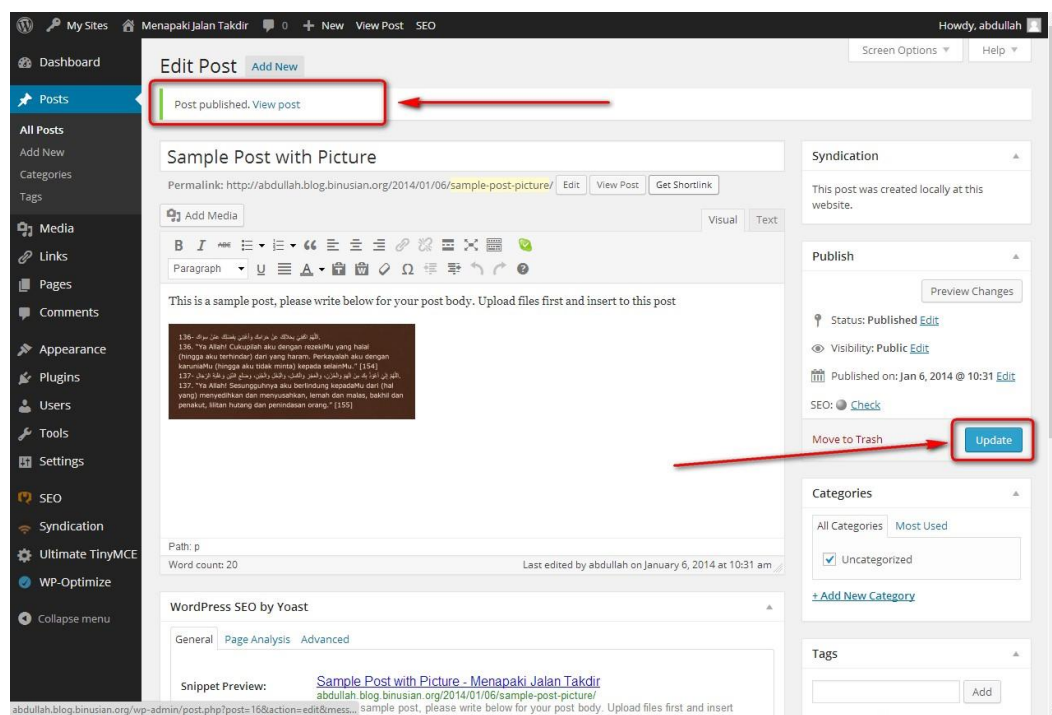
q. Here is shown how our **Sample Post with Picture** on the blog.
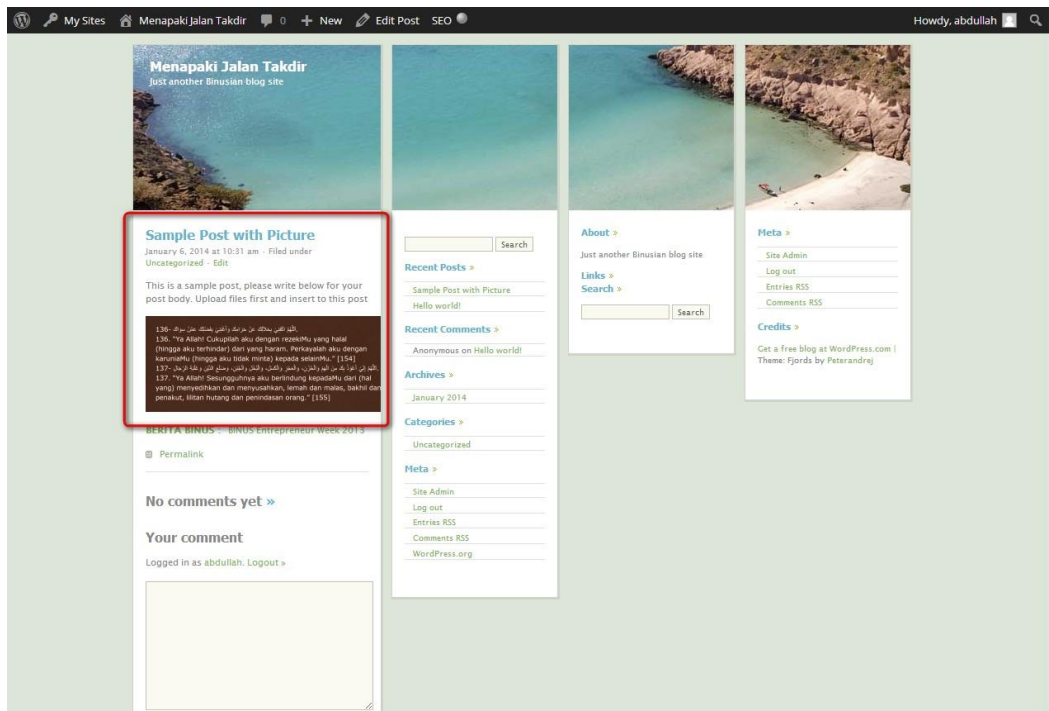
r. Here is how our **Sample Post with Picture** shown with another Wordpress' Theme activated on the blog.