

# A Guide to Utilizing Box with Imagine Learning

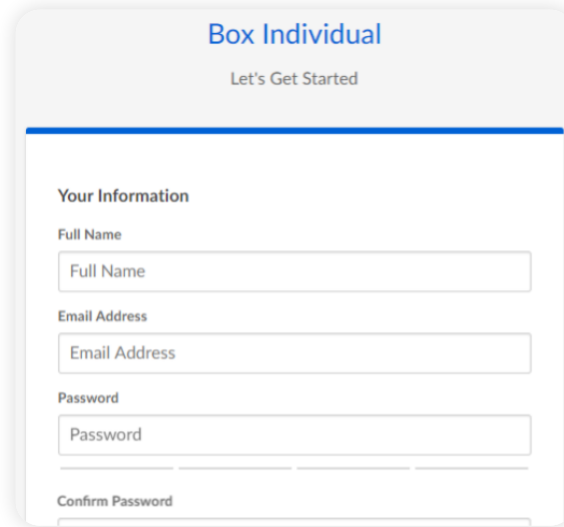
# A Guide to Utilizing Box with Imagine Learning

Hello Imagine Learning Partner,

Imagine Learning utilizes Box™ to securely share information with you. This guide will show you how to create the account, access your file in the future, and view a shared file.

## Setting Up an Account

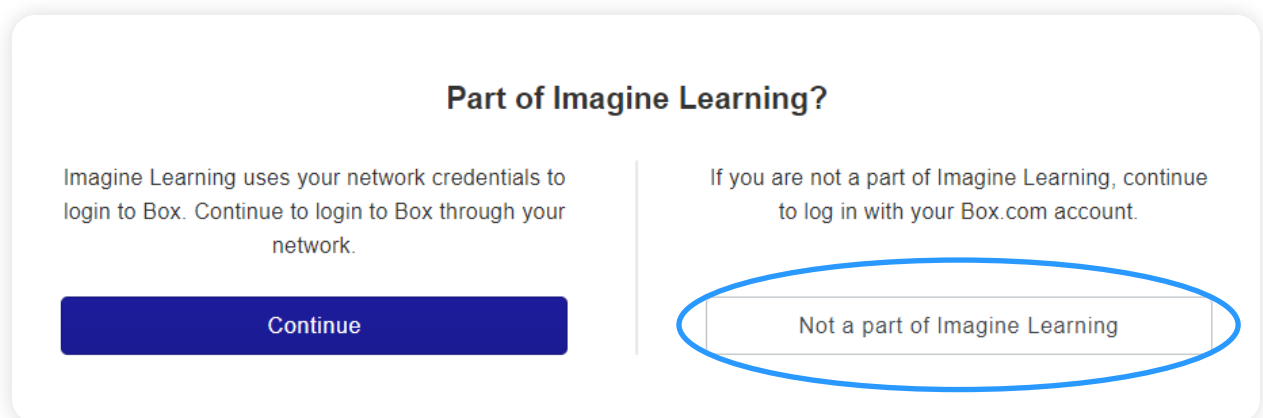
To set up an initial Box account, fill out all the required fields of the [Box Personal Account](#).

A screenshot of the 'Box Individual' 'Let's Get Started' registration form. The form is titled 'Box Individual' and 'Let's Get Started'. It contains a section titled 'Your Information' with four input fields: 'Full Name', 'Email Address', 'Password', and 'Confirm Password'. Each field has a placeholder text matching the field name. The form is presented in a clean, modern style with a light gray background and blue accents.

## Future Access

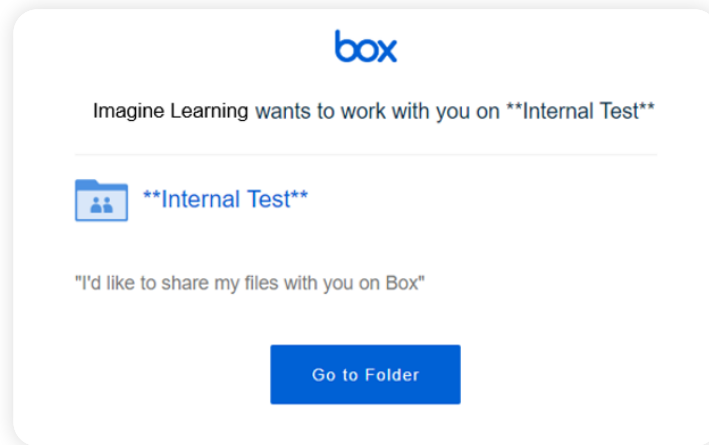
After setting up your account or accessing your Imagine Learning folder for the first time, you can use the URL <https://account.box.com/login> to log in directly to Box to see your shared folders or files.

If at any point you receive the question on whether or not you are part of Imagine Learning, please always select **Not a part of Imagine Learning** to get to the proper log in page. Do not click **Continue**.

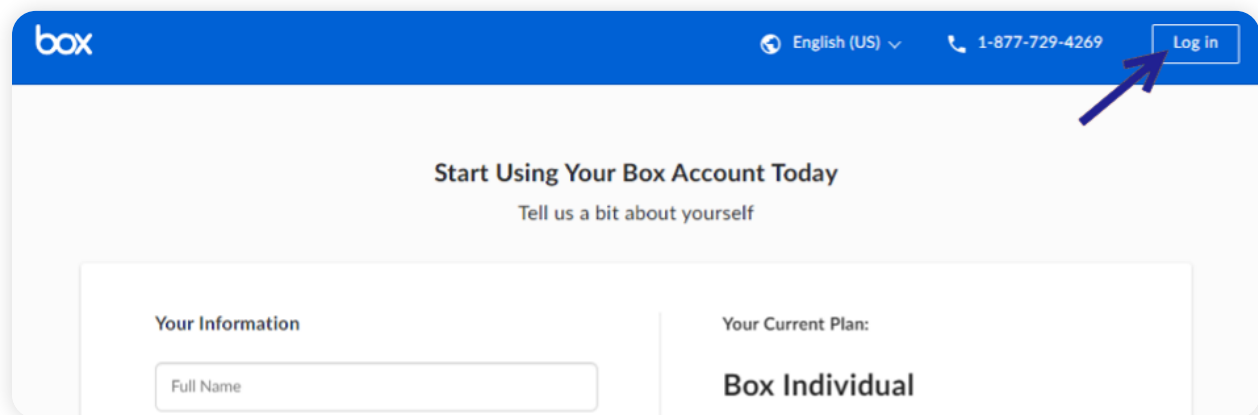
A screenshot of a dialog box titled 'Part of Imagine Learning?'. It presents two options. The left option, 'Continue', is described as logging in through the network and is represented by a solid blue button. The right option, 'Not a part of Imagine Learning', is described as logging in with a Box.com account and is represented by a button with a blue border and a blue oval highlight around it. The dialog box has a light gray background and a thin border.

## Viewing a Shared File

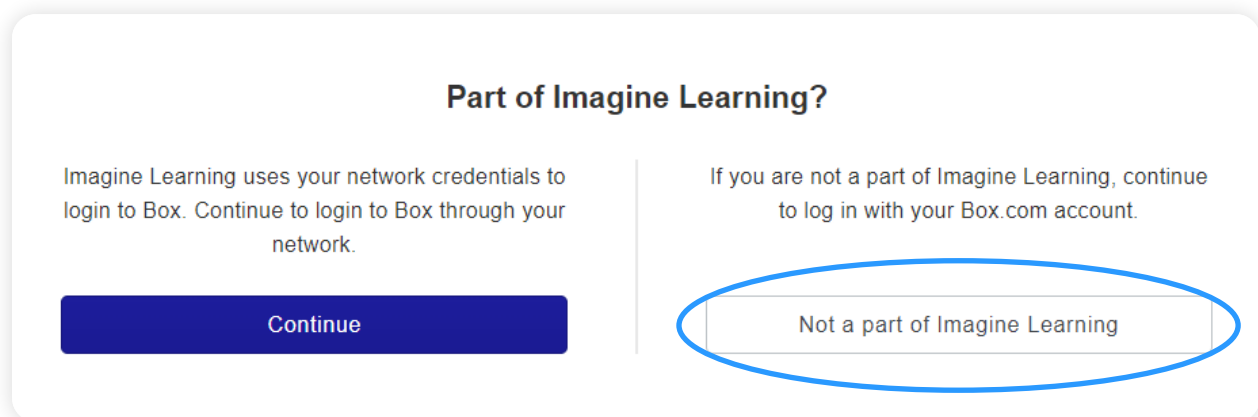
When an Imagine Learning employee shares something with you, you will receive a collaboration invite to get you connected. Click on **Go to Folder** to get started.



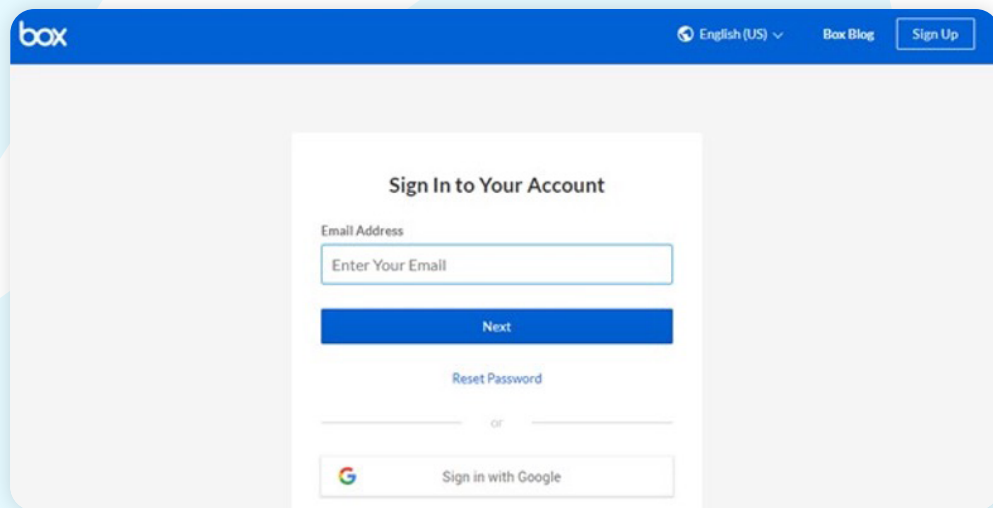
Click the **Accept Invite** button, and then select **Log in** in the upper right-hand corner of the screen.



When you click **Log in**, you may be asked if you are part of Imagine Learning. Please click **Not a part of Imagine Learning**.



You will be sent to the Box log in page. Enter your Box account information.

The image shows the Box 'Sign In to Your Account' page. At the top is a blue header with the 'box' logo on the left, and 'English (US)' with a dropdown arrow, 'Box Blog', and a 'Sign Up' button on the right. The main content area is white and centered. It features the title 'Sign In to Your Account'. Below the title is a label 'Email Address' followed by a text input field containing the placeholder text 'Enter Your Email'. Underneath the input field is a blue 'Next' button. Below the button is a blue link for 'Reset Password'. A horizontal line with 'OR' in the center separates this from the bottom section. The bottom section has a Google logo icon followed by a 'Sign in with Google' button.

box English (US) Box Blog Sign Up


### Sign In to Your Account

Email Address

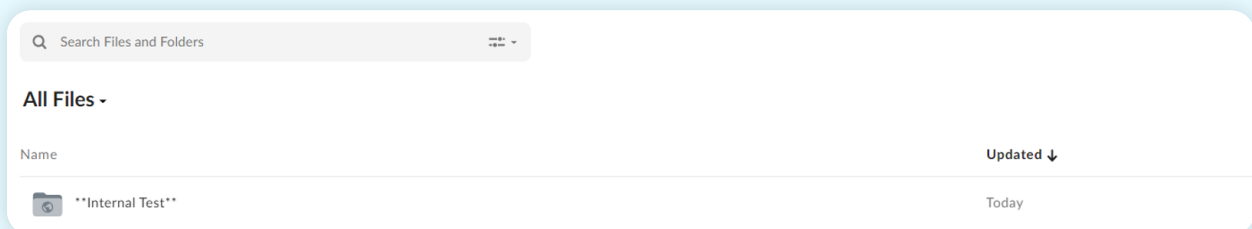
Next

[Reset Password](#)

OR


 Sign in with Google

You'll now be able to access the shared folders or files.

The image shows the 'All Files' view in the Box interface. At the top is a search bar with a magnifying glass icon and the text 'Search Files and Folders'. Below the search bar is the heading 'All Files' with a dropdown arrow. Underneath is a table with two columns: 'Name' and 'Updated'. The 'Name' column has a folder icon and the text '\*\*Internal Test\*\*'. The 'Updated' column shows 'Today'.

Search Files and Folders

### All Files

Name	Updated
 **Internal Test**	Today