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**Graduate Business Programs**  
**Technology and Online Programs**



**SCHOOL OF  
ECONOMICS  
& BUSINESS  
ADMINISTRATION**

Colleagues,

I am pleased to announce the launch of SEBA Space, the School's new website for faculty and staff. The site has been developed entirely within SEBA; membership and content are managed by you, the site's members. Here is how you become a member. You need to do this only once.

1. Go to [www.sebaspace.com](http://www.sebaspace.com). Register (see upper right) by filling in the short form. You can use any username, password, or email address you choose, but please try to remember them.
2. Look for an email confirmation, which the system will generate. This should happen within minutes. Please check your spam box. When you get the email, click on the link inside.
3. Look for a final confirmation, and this time, please be patient. A real person needs to approve your membership to the site, and this may take a little while if you have applied off hours. You will know when this is done because Andrew Ungs or I will email you.
4. You can now log into the site. Please provide a head-shot photo for your profile, and add to your profile description, if you didn't already do this during registration. See FAQ if needed.
5. Go to the FORUM (see top menu) and simply say hello or offer a comment in the thread near the bottom: *Using Technology in SEBA > Discussion of SEBA Space Web Site*. This will insure you are registered and able to contribute content. See FAQ if needed.
6. Go to GROUPS (see top menu) and join any committees or groups you belong to. Your membership in these groups will provide you with a shared and private workspace. If your committee is not listed, you can create it yourself. See FAQ if needed.

If you encounter any problems, please first see our FAQ (top menu), and then contact Drew at 925-330-8032 or me at 8031.

Thanks in advance for your help. I hope you enjoy using this site.

*Barry*

Barry Eckhouse, Professor  
Director of Technology & Online Programs  
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