

## **Instructions on how to sign-up for Facebook**

1. Start at the homepage. When you go to [www.Facebook.com](http://www.Facebook.com), you see a screen that asks you to login or sign up for a free account. Click on "Sign Up," which takes you to a Web form.
2. Fill out the form that asks for your full name, your current status, email address, a password and your birthday. You'll also have to type in a series of letters and numbers for a security check as well as check a box saying that you understand and agree to the terms of use and privacy policy. Click the "Sign up now!" button when you have completed the form.
3. Wait for your confirmation email. Facebook sends this email to confirm your registration. When you get the email, click on the link to confirm that you did in fact register for a Facebook account. You will then be logged into Facebook.
4. Search for the Oregon Department of Corrections and click on the button "Like" to follow DOC on Facebook. *Please note, there will be two options that appear when you search for Oregon DOC. Make sure that you have the correct page by looking for a box under the DOC seal that says "We appreciate your comments and ask that you keep them clean, civil, truthful and on topic. We reserve the right to delete comments that contain violent, obscene, profane, threatening or hateful language. Specific questions? Please call us."*

## **Instructions on how to sign-up for Twitter**

1. Go to [www.twitter.com](http://www.twitter.com) Open up a Twitter account by registering. Click the button that reads "Sign Up."
2. On the registration screen, fill out the information and click the button labeled "Create my account." You'll also have to type in a series of letters and numbers for a security check as well as check a box saying that you understand and agree to the terms of use and privacy policy. You are now a twitter member.
3. Twitter will then send you a confirmation email. Click on the link within the email.
4. To follow DOC, click on search and type in OR Corrections. Then click on the follow button.
5. To receive Twitter updates on your cell phone click on Settings button and then the Mobile button.
6. Type in your cell phone number and preference options. Twitter will then email you a number and message to text back. This confirms your phone updates from Twitter and DOC.

7. In order to receive tweets on your phone, click on “following” and ORCorrections will appear. Then click on the little phone icon and it will become green. Now you will receive tweets on your phone.

8. If you ever want to discontinue the use of Twitter, follow the steps below.

1. **Log in** to Twitter
2. Click **Settings**
3. Click '**deactivate my account**' at the bottom of the page
4. Enter your **password** when prompted. (Without the correct account password, you will not be able to deactivate an account.)
5. Verify that you really want to do it and it's done.