

## Chat Room Instructions

### STEP ONE - REGISTER FOR THE CHAT SESSION:

You will need to register with Mary Shea Kodluboy at 612-259-1602 or [mkodluboy.org](http://mkodluboy.org)

- Please provide:
  - Your name and the name of anyone who will participate with you from your computer
  - The name of your social worker and PATH office
  - Email address
  - User name – please enter your first name and last initial. Also include in your user name, the name of anyone participating with you. Example: JohnNicoleA

### STEP TWO – ENTER THE CHAT ROOM:

- Go to the FosterParentNet web site at: <http://www.fosterparentnet.org/chat/>
  - Enter a user name (see above for definition)
  - Next click on the go button to enter the chat room

### STEP THREE – PARTICIPATE IN THE CHAT SESSION:

**The chat room is divided into four sections:**

#### **Top Left:**

- This is a large white text box containing comments from participants. Participants are identified by the user name they logged in with. It will also indicate the time participants enter and leave the chat room. This information is used for verification of participation.


#### **Lower Left:**

- There is a small text box where participants enter their comments
  - To make comments type in the text box and Press the send button  
Your comment will appear in the text box with your user name
  - To leave the chat room, click the log off button in the lower right corner of the screen

#### **Top Right:**

- This box lists all participants in the chat room by their user name. User names will appear and disappear as the participant enters and leaves the chat room. Your name will be black and the other participants' name will be blue.

#### **Lower Right:**

- This box contains a variety of icons. To avoid being removed from the chat room due to inactivity, select an icon and press send. This will keep you active in the chat room. I use this one  to show I am reading.