

Instructions for Purdue Master Gardeners on how to register in MG Manager.

Register at this URL:

<https://www.purdue.edu/mg-volunteer/login.php>

Click here to begin the registration process. Please be sure to have your county registration code (provided by your MG Coordinator) available. You will need it to register.



DEPARTMENT OF HORTICULTURE AND LANDSCAPE ARCHITECTURE PURDUE EXTENSION

PURDUE
EXTENSION

Purdue Master Gardener Program
Helping Others Grow

Login Register Retrieve Your Password Purdue MG Program Site

Master Gardener Login

Are you a Purdue employee? [REGISTER OR LOGIN HERE](#)

E-Mail

Password

Remember Me Yes (see note below)



FIRST VISIT?

[VOLUNTEERS CLICK HERE](#) to register and begin participating. If you are a Purdue employee (Coordinator, Administration, etc) you will use the Purdue Career Account for registration and logins. [PURDUE EMPLOYEES START HERE](#)

REMEMBER ME?

Checking the "Remember Me" box will allow this page to preload your e-mail address on subsequent visits. It does not remember your password. Still, **DO NOT** use this when logging in from publicly accessible computers (Library, Ext. Office, etc.). If this has already happened, use the **Forget Me** function below.

HELP!

[I forgot my password!](#)

FORGET ME?

To cancel the "Remember Me" cookie, [click here](#). You will be brought back to this page.

TROUBLE LOGGING IN?

This site requires your computer to accept cookies. This allows the site to authenticate you and allow access.

[Home](#)

Complete the initial registration page by entering information into the form.

Notice that you will need your county's registration code provided by your County MG Coordinator.

If you do not have an email, you can use a phone number.

Please take note of the password character and length requirements.

Registration



[<< RETURN TO LOGIN](#)

Select Your Primary County:

Registration Code:

First Name:

Last Name:

Address:

City:

State:

Zip:

Telephone Numbers: Primary Secondary

E-Mail: I Do Not Have An E-Mail Address

IMPORTANT: The site uses email addresses for login. If you do not have an email address check the box above and please enter your 10 digit home telephone number with no dashes or spaces.

Password:

Your password needs to be at least 8 characters containing at least 1 letter, 1 number, and 1 special character from the following: @\$!%*#?.

Birth Date:

Gender: Female Male

Validation: I'm not a robot

For validation, click the box above.

E-Mail: I Do Not Have An E-Mail Address

IMPORTANT: The site uses email addresses for login. If you do not have an email address check the box above and please enter your 10 digit home telephone number with no dashes or spaces.

Password:

Your password needs to be at least 8 characters containing at least 1 letter, 1 number, and 1 special character from the following: @\$!%*#?.

Birth Date:

Gender: Female Male

Validation: I'm not a robot

For validation, click the box above.

Click the validation and "Submit".

101
CAS - CAS Check

Confirmation of Registration

Welcome John Test!

PLEASE NOTE: You successfully registered with a valid Admin Authentication code.

You may now login.

As indicated on the registration form, this site will use the email address and password you selected for the purpose of authentication and login. You submitted:

Email: **orickjohn@att.net**

Password: **ki*******

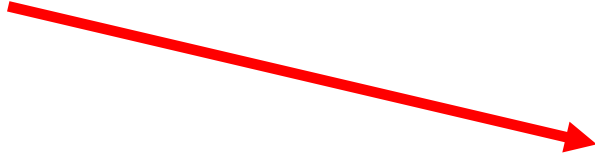
Keep your password handy but secure. Thank you for your participation in the program!

[Go to Login Page](#)

John Test | Statewide (93) | 10

CAS: - [CAS Check](#)

After clicking “Submit” the site will take you to this page. You are now registered in MG Manager and can login to report hours and use other features. Click on “Go to Login Page” to continue.



Master Gardener Login

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Password

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[Home](#)

Log in to MG Manager using your email and newly created password. You can click "Remember Me" to tell your computer to remember your credentials for this site.



Next you'll see a screen that asked you to provide additional information to complete your profile in MG Manager.

Information needed to complete your profile:

- Emergency Contact information
- Birth year
- County where you received your training
- Demographic info (optional)
- Multiple county registration (only if you volunteer in a county in addition to your primary county and have approval of both Coordinators)
- Biographical description (optional)
- Photo (optional depending on county)

The screenshot shows the Purdue Master Gardener Program - Statewide Co. website. The header includes the Purdue Extension logo and navigation links: Home, My Hours, My Page, Calendar, Directory, Volunteer Ops, and Logout. Below the header is a breadcrumb trail: Home > My Contact Info. The main content area features the Purdue Master Gardener Program logo, a "Statewide County" dropdown menu, and a link to "Return to My Page". A prominent red box highlights the following error message: "There are required fields missing: Emergency Contact Name, Emergency Tel Number, Emergency Contact Relationship, Birth year not set, County where training was received". Below this message is a link to "Update Email or Password". The profile form includes fields for: Your County (Statewide), Last Modified by (John Test), Last Modified Date (Sep 28, 2017 09:27), Privacy Level (Show All Contact Info selected), First Name (John), Middle Initial (MI), Last Name (Test), Alias/Maiden Name (Your Alias or Maiden Name), Telephone Numbers (Primary: (123) 456-7890, Secondary: empty), and Address (1235 Nowhere St.).

Scrolling down you will see the fields that help complete your profile in MG Manger.

Information needed to complete your profile:

- Birth year
- County where you received your training
- Multiple county registration (only if you volunteer in another county in addition to your primary county.) See instructions on help page.
- Demographic info (optional)
- Emergency Contact information
- Biographical description (optional)
- Photo (optional depending on county)

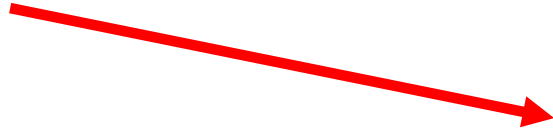
Be sure to click “Save Changes” at the bottom of the screen.

The screenshot shows a web form for completing a profile in MG Manger. The form is organized into several sections:

- Personal Information:** Includes fields for 'Alias/Maiden Name', 'Telephone Numbers' (Primary and Secondary), 'Address', 'City', 'State' (dropdown), 'Zip', 'Birth Date' (month and day dropdowns), and 'Birth Year' (dropdown).
- Gender:** Radio buttons for 'Female' and 'Male'.
- County Registration:** Three sections for 'Add. County 2', 'Add. County 3', and 'Add. County 4'. Each section includes a dropdown menu and a text field for 'Who approved your participation in County X?' with a 'Coordinator Name (Optional)' label.
- Demographic Information:** A section titled 'The following race and ethnicity information is optional but valuable to the program.' It includes radio buttons for 'Race' (American Indian or Alaska Native, Asian, Black or African American, Multiple Races, Native Hawaiian or other Pacific Islander, White or Caucasian, Undetermined) and 'Ethnicity' (Hispanic, Non-Hispanic).
- Emergency Contact Information (Required):** Fields for 'Name', 'Telephone', and 'Relationship'.
- Training:** A dropdown menu for 'Enter the county where you received your training.'.
- Bio:** A large text area for a biographical description, with a note below it: 'Tell us a little about yourself as it relates to the Master Gardener Program. Include your background, interests, hobbies, etc. Please limit your entry to 1000 characters (approximately 200 words)'.
- Your Photo:** A placeholder showing 'No photo' and 'Available' with a camera icon.
- Save Changes:** An orange button at the bottom of the form.

A red arrow points from the text 'Be sure to click “Save Changes” at the bottom of the screen.' to the 'Save Changes' button.

After saving changes, return to “My Page” to further review or edit your profile.



PURDUE EXTENSION | DEPARTMENT OF HORTICULTURE AND LANDSCAPE ARCHITECTURE | PURDUE MG PROGRAM SITE

PURDUE EXTENSION

Purdue Master Gardener Program - Statewide Co.



Helping Others Grow

Home My Hours My Page Calendar Directory Volunteer Ops Logout

Statewide

Training Seminars/Presentations Youth Programs Answering Horticulture Questions Demonstration & Community Gardens MG Association/Group Administration

Home > My Contact Info



Statewide County

[<< Return to My Page](#)

Your Contact Information and Settings Page

There are required fields missing:
Emergency Contact Name
Emergency Tel Number
Emergency Contact Relationship
Birth year not set
County where training was received

[Update Email or Password]

Your County: Statewide

Last Modified by: John Test

Last Modified Date: Sep 28, 2017 09:27

Privacy Level: Show All Contact Info Hide Address Only Hide All Contact Info

First Name: John

Middle Initial: MI

Last Name: Test

Alias/Maiden Name: Your Alias or Maiden Name

Telephone Numbers: Primary (123) 456-7890 Secondary

Address: 1235 Nowhere St.



Statewide County



Your Contact Information Page

Edit Your Contact Info Update Your Email or Password View Your Directory Listing

YOUR CONTACT INFORMATION

Your Full Name: John Test
E-Mail: orickjohn@att.net Test Email

PHONE NUMBERS

Tel (Primary): (123) 456-7890
Tel (Secondary):

MAILING ADDRESSES

Address: 1235 Nowhere St.
West Lafayette, IN 47906-____

ADDITIONAL PROFILE INFO

Birth Month/Day: November 8th
Privacy Setting: showall

ABOUT YOU

Your Photo
[no photo found for you]
[Update Your Photo](#)

At your "My Page", you can:

- Edit your contact information
- Update your Email and Password
- View your Directory Listing

Click on "Home" to return to the home page.

