

# Kingdom of Atlantia Online Systems - Getting Started



## Contents

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Atlantia’s Online Systems Guides .....	3
Purpose .....	3
Where To Find .....	3
Overview .....	4
AEL Login Basics .....	4
Who Can Request? .....	4
Requesting An Account .....	4
Where To Request .....	5
Actual Account Creation .....	6
When Do I Get Access? .....	6
Logging In And Out .....	6
Managing Your AEL Account .....	7
Finding or Fixing Your Account .....	7
Edit Account Profile .....	7
Fixing OP Links .....	8
Fixing Membership Links .....	8
About This Guide .....	10
Feedback .....	10
Revisions .....	10

## Atlantia's Online Systems Guides

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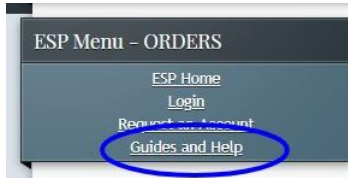
### Purpose

The Kingdom of Atlantia has a wonderful yet complex system of online capabilities. These guides are intended to help you get the most from each component.

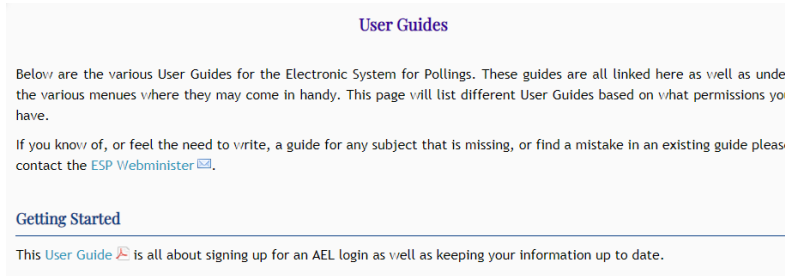
Look for links to these various guides from the appropriate pages of the [Kingdom of Atlantia](#) website and related sites. In all cases, the guides are as complete as possible at time of writing but these systems are constantly being upgraded and improved. Please [provide your constructive feedback](#) as appropriate to help keep everything up to date and accurate.

### Where To Find

The full list of user guides can be found by selecting the [Guides and Help](#) link located in multiple places throughout the system. This link will work for anyone, even if not logged in or part of any polling Order.



Selecting this option takes you a list of all guides currently available and is adjusted by circumstances (i.e. log in state, if you are part of a polling Order, etc).



In addition, the appropriate help and guides are linked more directly in specific locations.

## Overview

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The Kingdom of Atlantia has a wonderful and complex set of interconnected online systems. Beyond those public facing sites are a number of sites that start with relying on your AEL or Atlantian Enterprise Login. The AEL login is used for a wide variety of online participation, including but not limited to:

- University of Atlantia student and teacher signup and class management
- Marshal rosters and warrants
- Making and updating award recommendations
- Getting a copy of your fighter's card
- Polling order watch list participation
- Baronial and Kingdom level pollings
- And much more...

This guide explains the details of obtaining an AEL and keeping your information up to date. You are not required to be a subject of Atlantia to receive an AEL. Many non-Atlantian's have logins for University classes or to make award recommendations.

## AEL Login Basics

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As stated, everything starts and ends with your Atlantian Enterprise login. These account credentials are used for accessing the University of Atlantia web site to sign up to attend classes or as a teacher. Your AEL ID is also used for other on-line Atlantian systems such as retrieving your fighter's card, filing event reports, participating in Order pollings, and many other features.

## Who Can Request?

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Anyone can sign up for an AEL login. In most cases, the sign up is all that is required. There is no membership or residence requirement involved in general, just for specific areas. This means pretty much anyone can create and use their login for such things as signing up for University classes or making award recommendations.

SCA membership information is required to participate in Baronial pollings and by the MoL site to retrieve your fighter's card.

A link to your Order of Precedence entry is required for access to Order watch lists and pollings.

More details on getting your AEL login properly linked is included in later sections.

## Requesting An Account

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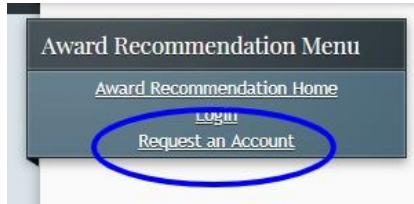
Any of the Atlantian sites that require a login also have links such as "Register Now", "Request an Account", or similar language, to have an AEL account created.

# Atlantia's Online Systems – Getting Started

## Where To Request

Some examples are shown below, there may be others:

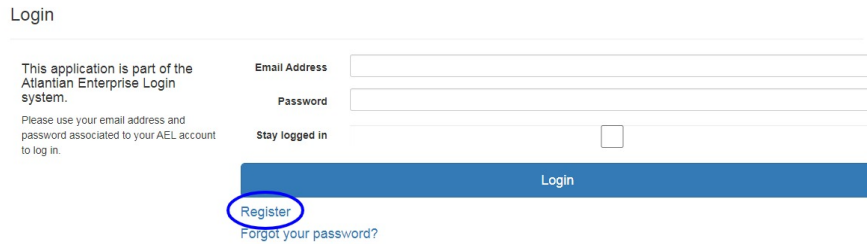
From the [Award Recommendations](#) site:



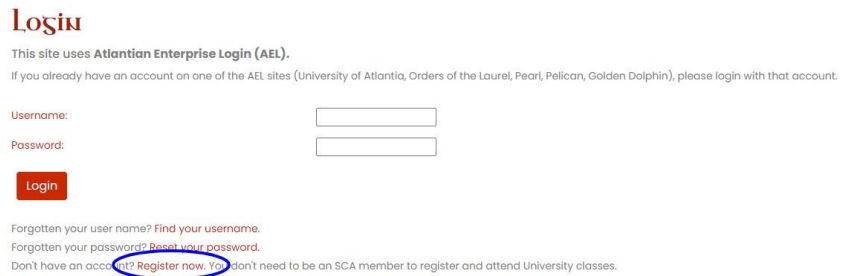
From the [Electronic System for Polling Orders](#) which includes Baronial pollings:



From the [Atlantian Warrants](#) site (part of the Marshal's office):



From the [University of Atlantia](#) site:



From the [Minister of the Lists](#) site section for fighters:



## Actual Account Creation

Again, the specific details may vary by origin site but all AEL login requests shared the same common requirements. One example registration form is shown below:

The image shows a registration form with the following fields and elements:

- Requested Username
- First Name
- Last Name
- SCA Name
- Email Address
- Password
- Confirm Password
- SCA Membership? Yes, I have a membership to (Optional)
- Membership Number
- I'm not a robot checkbox
- reCAPTCHA logo and Privacy - Terms link
- Register Account button

Two blue arrows point to the 'Requested Username' and 'Email Address' fields. A blue text annotation 'Can be different' is positioned between the 'Last Name' and 'Email Address' fields.

Note that the user name is not the same as your email address. You can enter a user name such as “BaronBob” and associate it with your email address of [RobertSmith@mymail.com](mailto:RobertSmith@mymail.com). Membership details may require some verification before allowing access to those systems needing it.

## When Do I Get Access?

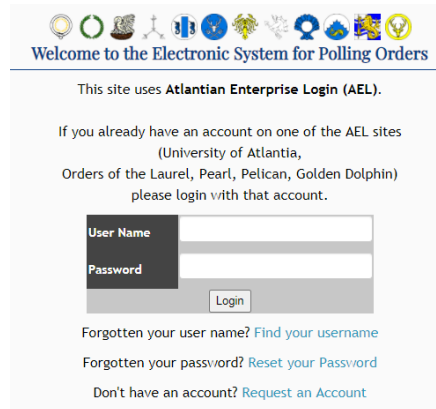
Basic access is immediate upon setting up your account. Sites requiring linking to your Order of Precedence entry or membership details automatically send notifications for you. Such confirmation work is typically handled within a day or two.

## Logging In And Out

As with requesting an account, the various login screens vary by site as well. The login pages are where you find the account request links. One example is shown below:



Here is an example of the login screen seen in the online Polling Orders system.



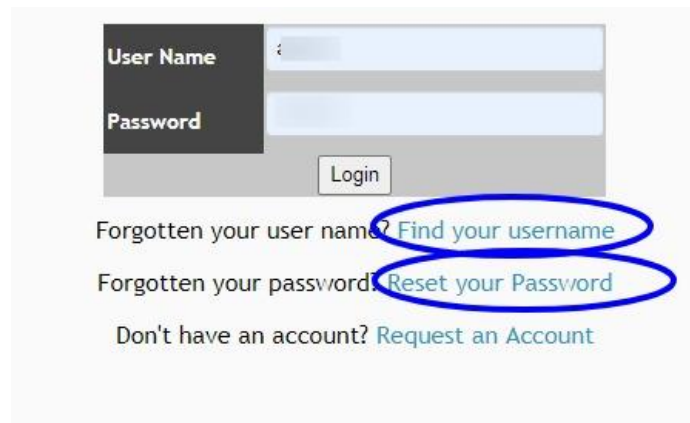
Every site that has a login has a corresponding logout link. Again, the details vary by the specific site. Logging out is especially important if you are accessing the site from some public or shared computer.

## Managing Your AEL Account

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### Finding or Fixing Your Account

Everywhere you can login in with your AEL information also contains links to retrieving your user name and resetting your password.



### Edit Account Profile

While the initial account setup requests minimal information, you can expand upon that with further details such as addresses or phone numbers. There is also the ability to indicate which details might be published (such as in a marshal's roster) and which are kept private.

## Atlantia's Online Systems – Getting Started

Account Profile

**Privacy Information:** By default, your personal information (name, address, email addresses, phone numbers) is kept private.  
By checking any *Publish* checkbox for a field, you indicate your agreement to display your information for that field on Kingdom of Atlantia websites.

**Contact Information**

Name:  Publish  
First  Middle  Last

Address:  Publish  
Street   
Line 2   
City   
State  Zip  Country

Email:  Publish  
Email

Alternate Email:  Publish  
Alternate Email

Home Phone:  Publish  
Home Phone

Mobile Phone:  Publish  
Mobile Phone

Work Phone:  Publish  
Work Phone

Call Times

Save

**SCA Information**

SCA Name  Home Branch

Website

Save

**Account Information**

User Name

Password  [Change Password](#)

Save

At a minimum you should make sure your mundane and SCA names are accurate. For Atlantian subjects, setting an accurate Home Group is also very help. Details such as that or a listed personal web site may be used for such things as your details in an Order watch list.

### Fixing OP Links

Some sites, specifically the Order polling system requires a link to your entry in the Order of Precedence. If your original AEL signup was through a site with no other requirements, your AEL account may not be linked to your entry in the Order of Precedence. If this is the case, you will see an error when trying to log into the polling system.

**ERROR: Polling Orders**

Sorry but there is an error with your Atlantian Enterprise Login (AEL) account; it has not been properly linked with your Order of Precedence (OP) entry. Without this link between your AEL and your OP the ESP can not connect you to any Polling Orders you are a member of. Please click the 'Report Error' button below once to notify the ESP Webminister of the error with your account.

PLEASE NOTE: Submitting this form to the ESP Admin collects the AEL account you used to logon, as well as your Mundane and Scadian names from your account so that the Admin can find the correct OP account for you. Please allow them a couple days to process this information, they are volunteers after all.

Clicking the “Report Error” button will send an immediate email to those volunteers that can help correct the issue. Please be patient and try it again in a day or two.

### Fixing Membership Links

In a similar fashion, membership information is required by some sites such as that for Baronial pollings. If you did not enter any membership information or it was not verified, you may see the below error when switching to the Baronial polling site.



## Atlantia's Online Systems – Getting Started

**ERROR: Membership Verification**

Sorry, but there is an error with your SCA Membership; it has either not been properly verified or has expired. Without a valid membership, the ESP cannot connect you to a Branch. Please enter the following information from your **SCA MEMBERSHIP CARD** then click the 'Report Error' button below once to notify the ESP Webminister of the error with your account.

Modern Name:

Membership Number:

PLEASE NOTE: Submitting this form to the ESP Admin collects the AEL account you used to logon, as well as the information you submit so that the Admin can find the correct Membership as quickly as possible.

Enter the requested information and a volunteer will check it and update your AEL account with the information. Again, please wait a day or two before trying it again.

## About This Guide

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### Feedback

Please send feedback, suggestions, and updates to this document's original author, Aedan Aylwyn ([aedan@mindspring.com](mailto:aedan@mindspring.com)) and the ESP web minister Sir Jonathas ([polling@atlantia.sca.org](mailto:polling@atlantia.sca.org)).

### Revisions

<b>Date</b>	<b>Section</b>	<b>Page</b>	<b>Author</b>	<b>Description</b>
7/4/21	All	All	Aedan	Original document release