How TaskExchange works for helpers

1. **Login** to TaskExchange
2. **Create your profile**
3. **Browse the list of tasks** to find the tasks that interest you
4. **And when the task needs to be completed by**
5. **See what reward is offered**
6. **Receive notifications** when tasks are posted that are relevant for you
7. **Let TaskExchange connect you with people who need help**
8. **Success!** Complete your task and help finish a project
Section 1: Log-in with your Cochrane Account & complete your TaskExchange profile

**Step 1**
On the TaskExchange homepage, click on “Log-in” (screenshot below)

![TaskExchange homepage with Log in button highlighted](image1)

**Step 2**
The following page will appear. Click on “Log in with your Cochrane Account”.

![Log in with Cochrane Account](image2)
Step 3
The following page will appear. Enter your log-in details and click “log-in”. If you need a new password, click “reset password”.

Log in to access: TaskExchange

Log in with your Cochrane Account

Step 4
After logging in, you will be redirected back to the homepage. Click on your name.
Step 5
A dropdown menu will appear. Click on “Manage profile”.

Step 6
You will be directed to your profile. Complete the details and ensure you select “Consumer Input” in the “skills” section. Once completed, click “save”.

Manage profile

Your profile is currently active and visible to everyone.

Profile photo

Choose file

Upload

* First name
Section 2: Sign-up to weekly email alerts from TaskExchange for Consumer-related tasks.

**Step 1**
Ensure you are logged-in to your account (see section 2 for instructions). On the TaskExchange homepage click on your name (screenshot below).

![Screenshot of TaskExchange homepage showing "My tasks" and user profile icon with "Oliver Willis"](image)

**Step 2**
A dropdown menu will appear. Click on “Manage preferences”.

![Screenshot of TaskExchange homepage showing "Manage preferences" option](image)
Step 3
At the bottom of the “Manage preferences” page (screenshot below), check the box next to “Email me a weekly summary of current tasks”. Select your preferred topics (note that it's possible to select multiple topics). Select “Consumer Input” under “Skills”. Click “Save”.

You'll now receive an email summary of tasks relevant to you every Monday. If we can’t find any, you won't receive an email.