

HOW TO USE TAKE ONE STEP

What is Take One Step?

[Take One Step](#) is an online platform developed by the Monash Sustainable Development Institute (MSDI) that challenges participants to make a pledge – one action – in their life to live more sustainably. Users can earn badges on the platform, socialise with others and document their progress.

How do I register?

Go to takeonestep.com.au. Click on 'Register' in the top right menu. Enter your first name, last name and email. Voila! A confirmation email will be sent to your email address.

I have created an account. How do I log in?

Yay, I got the email!

Enter your username (your email address) and the unique password sent to you in the confirmation email to login.

Shucks, I didn't get an email

First, check your spam or junk folder. If you still haven't received the email, shoot us a message at msdi-education@monash.edu and we'll sort it out for you.

How do I change my password?

You can change your password by logging into the profile page. Once you have logged in, click on 'Edit' in the top left hand corner near your profile picture. A pop up will appear and you can add and edit information about yourself, including your password.

How do I create a step?



On the profile page, you will find a yellow bar on the left hand side titled 'Take One Step'. Click this to create your first step. You'll be asked to name your step, add your action, upload a photo, align your step with one or more UN Sustainable Development Goal/s, add a hashtag and choose an end date of completion. Click submit when you're done. You can add another step at any time by going through the same process. If you want to see your step live on the site, click the ['Explore' page](#).

How do I update my step with progress?

To update your step with progress, go to the profile page. On the top right hand side underneath the heading 'show your progress by uploading evidence...' use the drop down menu to select the step which you'd like to update. Use the text form and upload a photo or video file. Click submit when you're done. If you want

to see your progress live on the site, click the 'Explore' section and find your step.

How do I follow, like, share and comment on other people's steps?

Go to the Explore page and browse steps. On the bottom of each step, there is an option to follow, like, share and comment on steps. You can also comment on a step by clicking the '+' sign.

When you follow a step, any updates or progress that are added to this step by the user will be shared with you on your profile page feed.

What are the badges?

The badges are a fun way to earn points through different achievements on the platform. They include:

1. BADGE ONE

Unlock badge one by creating your first step.

2. BADGE TWO

Unlock badge two by adding progress to your step – take a picture, upload a video or simply provide a written update on how your step is tracking.

3. BADGE THREE

Unlock badge three by liking at least three other steps that have inspired you.

4. BADGE FOUR

Unlock badge four by using the share link on your profile page to invite and challenge your friends to "Take One Step".

5. BADGE FIVE

Unlock badge five by completing at least three quiz questions to test your knowledge. Hint: find the answers in the "Learn" section on the main menu.

Do you have any tips on making a great step?

Try and make your step specific (who, what, where, when and why), achievable and time bound. Take a look at the [UN Sustainable Development Goals](#). If you need some help, choose an action that aligns with a target or indicator. The SDGs cover a broad range of environmental, social and economic concerns. So get creative and think about the kind of change you want to see in the world.

How do I find the URL for my step?

Go to the ['Explore' page](#) and find your step. Click the '+' button on your step and open the step page. Here, you can grab the URL from the web address bar.