

Posting content and editing your profile on the COE college/department websites

1. Go to www.coe.neu.edu/nunet-login (also available from the About → Info for Faculty & Staff page or the top of the News/Events pages on the main College of Engineering site)

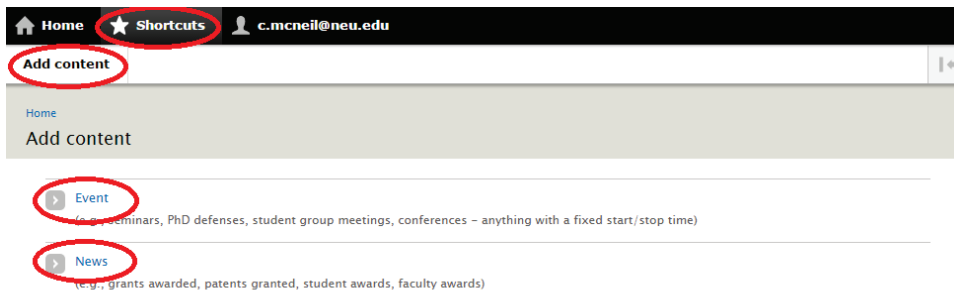
The image displays two screenshots of the Northeastern University College of Engineering website. The left screenshot shows the 'Faculty & Staff' page, with a red circle highlighting the 'Post news or events to COE site' link in the 'Helpful Links' section. The right screenshot shows the 'Events' page, with a red circle highlighting the 'Post news or events to COE site' link at the top. Below the link is a search form with fields for 'Search Events', 'Department', 'Categories', '2016', and 'Feb', and an 'Apply' button. To the right of the search form is a calendar for February 2016, with the 1st and 29th highlighted in blue. Below the calendar are two event listings: 'IIE meeting - Industrial Engineers Abroad' on February 1, 2016, and 'IEEE Workshop 1' on February 1, 2016.

2. Click on the “Click here to login” and login using your myNEU credentials.

The image shows a screenshot of the Northeastern University College of Engineering website, specifically the 'myNEU Login' page. The page title is 'myNEU Login' and the main heading is 'Click here to Login'. Below this, there is a section titled 'Once you are logged in' and 'To add a News or Event Item' with a list of three steps: 1. Click on the Shortcuts link in the black bar at the top of the page. 2. Click on "Add Content" 3. Select Event or News

3. To Add a News or Event Item

- a. Click on the “Shortcuts” link in the black bar at the top of the page.
- b. Click on “Add Content”
- c. Click on either “Event” or “News”
- d. Fill in the event or news information in the appropriate boxes making sure to tag any department, categories, etc that the story is about at the bottom of the page
 - i. Event (e.g., seminars, PhD defenses, student group meetings, conferences - anything with a fixed start/stop time)
 - ii. News (e.g., grants awarded, patents granted, student awards, faculty awards)
- e. Click on “Save” at bottom of page and your content will be submitted for review and posting.



4. To Edit your Public Profile (Full-time Faculty & Staff only)

- a. Click on your email address in the black bar at the top of the page.
- b. Click on “View Profile”
- c. Click on “Edit”
- d. Make any desired edits and click on “Save” at bottom of page.

