



## CDIO Website Quick Start Guide

### 1) What can I do on the new, improved CDIO website ([www.cdio.org](http://www.cdio.org))?

*Navigation: Homepage > Participate*

If you're currently affiliated with a collaborating institution and you've registered to create a new account (see question 2, below), on the new CDIO website you can:

- Complete your personal profile
- Add/edit your collaborator profile
- Upload documents to the Knowledge Library
- Add projects relevant to your school or institution
- Join the discussion in the Communication Forum
- Upload a photo for use on the CDIO site

This Quick Start Guide provides you the instructions you need to do these things and make the CDIO website a robust, beneficial, and highly interactive online community.

### 2) How do I create a new account on the CDIO website, and when can I start adding/editing content such as mentioned above?

*Navigation: Homepage > Participate > Complete your personal profile*

It's easy to create a new account. Just visit the CDIO website (<http://www.cdio.org/user/register>) and enter the information requested on the form. (You can always edit your personal profile in the future). Be sure to add the collaborating institution with which you are affiliated, as this information will propagate to the "People" section (it's also nice to add your photo!). Once you've completed the form, click on "Create New Account" at the bottom of the page.

The site administrator automatically receives email notification of your request to create a new account. **The site administrator then will confirm that you are a legitimate user and assign you either the CDIO Member role or the CDIO Program Representative role.** You may self-designate your role by clicking on the appropriate radio button on the "create new account" form.

Once your account is approved and activated by the site administrator, you may begin to add content to various areas of the site: projects, knowledge library documents, discussion forum posts, etc.

### 3) What's the difference between a CDIO Member role and a CDIO Program Representative role?

Generally, there is only one Program Representative per collaborating institution and only the CDIO Program Representative can edit a school profile. If you are the Program Representative for your collaborating institution but you are unable to edit your collaborator profile, simple notify the site administrator and your status will be changed.

#### 4) How do I add/edit my institution's collaborator profile?

*Navigation: Homepage > Log In (upper right navigation bar) > CDIO Collaborators > Your Institution Name > Edit*

As a Program Representative for your collaborating institution, you are authorized to add to/edit your collaborator profile. To do so, go to the "Collaborator Profiles" page and click on your institution. At the top of the page you will see two file markers: "View" and "Edit." Click "Edit" to modify your collaborator profile. You can add your institution's logo, contact information for yourself and other CDIO contacts, upload resources pertaining to CDIO at your institution, etc. Before you save your edits, click "Preview" to check them. Once you're satisfied with your edits, click "Save".

#### 5) How do I add a project?

*Navigation: Homepage > Log In (upper right nav bar) > Participate > Project Workshop (left nav bar) > Add Your Project Information Here*

You must be an authorized user to add a project. To do so, click on the "Participate" tab. In the navigation bar on the left side, click "project workshop". Follow the instructions on that page. If your project has multiple documents, click "Add Another Document" as necessary. Before you save your project, click "Preview" to see how it will look. Once you're satisfied, click "Save" at the bottom of the page.

#### 6) How do I upload a document (or multiple documents) to the Knowledge Library?

*Navigation: Homepage > Log In (upper right nav bar) > Knowledge Library > Upload to the Knowledge Library > Add a Document to the Knowledge Library Now*

The Knowledge Library is the main repository of CDIO papers, presentations, etc. As you familiarize yourself with the wealth of resources on this page, please note that the Knowledge Library is searchable both by keyword (in the search box at the center of the page) and browsable alphabetically by paper title (in the navigation bar on the left side, click "All Documents" to browse alphabetically).

You must be an authorized user to upload a document and/or multiple documents. To do so, click on the "Knowledge Library" tab. In the navigation bar on the left side, click "Upload to the Knowledge Library." Follow the instructions on that page. The system allows for uploading multiple documents (e.g., chapters) under one title.

Please note that it is extremely important you identify keywords ('metatags') in your upload—these will ensure users seeking that specific information will access your upload. Also note that you will not be permitted to upload your document(s) without first reading and 'signing' the electronic release.

## **7) How do I remove or update a project? How do I remove a file from the Knowledge Library?**

*Navigation: Homepage > Log In (upper right nav bar) > My Content (nav bar at top of page) > Filter by Content Type (choose) > Click Apply*

As a logged-in user, you can edit or delete Projects, Knowledge Library documents, and all your other content through the “My Content” control panel (a link at the top of every page). If there’s a lot of content, you can filter it by type, so you can choose to see only your Projects, only your Knowledge Library documents, etc.

## **8) How do I request a new username?**

Once you’ve created your account, your username is fixed, so it’s best you carefully follow the instructions about how to create your personal profile. But we understand that sometimes you might mistakenly save your username and then want to change it. If that is the case, please notify the site administrator at [info@cdio.org](mailto:info@cdio.org).

*Still have questions? Contact the CDIO site administrator at [info@cdio.org](mailto:info@cdio.org).*