User Guide

Table of Contents

• Getting Started
  • Logging into the UTSOA website
  • My Workbench
  • Profile Editor
    • Accessing the Profile Editor
    • Adding a Photo and Basic Information
    • Adding Education & Interests
    • Adding Links & CV
    • Adding Publications
  • Content Creation and Editing
    • Creating 'Event' Content
    • Creating 'Headline' Content
    • Updating 'Page' Content
      • Listing users on a Page
    • Creating 'Publication' Content
    • Creating 'Work' Content
    • Updating 'Course' Content
  • Text Editor
    • Creating Links
• My Files
  • Media Uploader & Linking Existing Media
  • Image Editor