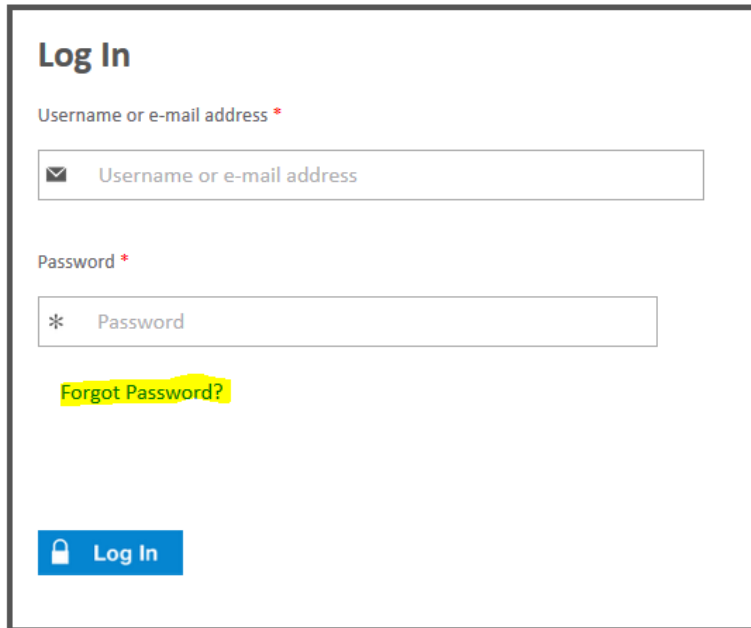


Campus Representative User Guide

New user registration:

Go to borenawards.org/user or click the Campus Representative Login from the Campus Representative drop-down menu to go to the login page

If this is your first time, click on forgot password. If you know your password, enter your email address and password here.



The screenshot shows a login form titled "Log In". It contains two input fields: "Username or e-mail address" with an envelope icon and "Password" with an asterisk icon. Below the password field is a link labeled "Forgot Password?". At the bottom left is a blue button with a lock icon and the text "Log In".

You will be sent a link, click on the link to verify your email address.

Reset password

This is a one-time login for *craig2* and will expire on *Wed, 10/19/2016 - 16:37*.

Click on this button to log in to the site and change your password.

This login can be used only once.

LOG IN

Click on "LOG IN" and you will be logged into the Boren Awards Website.

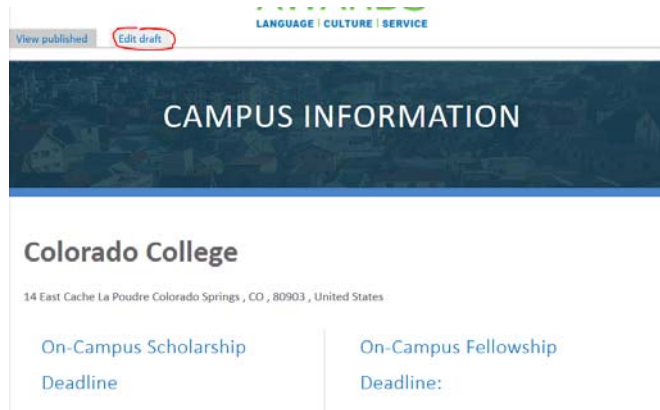
Edit Campus Information:

You will then come to the main page, with the following link for the university or college where you are the campus representative and Contact information. To edit your campus information please click on the link for that college or university. Details on how to change your contact information will be below.

You are a campus representative of

[Colorado College](#)

Once you are on your campus page, Click "Edit draft"



On the edit page, you will want to edit the information for your Campus. Please check and edit the following appropriate sections:

Edit Institutional Information Colorado College

A screenshot of an "Edit Institutional Information" form for Colorado College. The form includes a text input field for "Institution Name" containing "Colorado College". Below this is a "Content" sidebar with "Revision Information" and "New revision" links. The main form area has a "Location" section with two deadline fields: "Scholarship Deadline" and "Fellowship Deadline". Each deadline field has a "Date" label and a text input field containing "01/25/2017". Below each input field is an example date: "E.g., 10/20/2016".

- Scholarship Deadline
- Fellowship Deadline
- Scholarship Website
- Scholarship Description
- Fellowship Website
- Fellowship Description

When everything is correct, go to “Revision information”

Edit Institutional Information Colorado College

Institution Name *
Colorado College

Content	Location
Taxonomies	Scholarship Deadline
Revision information New revision	Date 01/25/2017 E.g., 10/20/2016
	Fellowship Deadline
	Date 01/25/2017 E.g., 10/20/2016

Go to “Moderation state” and Select “Needs Review”

At the bottom of the page, click “Save”

Edit Institutional Information Colorado College

Institution Name *
Colorado College

Content	Revision log message
Taxonomies	Edited by craig2.
Revision information New revision	Provide an explanation of the changes you are making. This will help other authors understand your motivations.
	Moderation state
	Needs Review
	Set the moderation state for this content.

SAVE PREVIEW VIEW CHANGES CANCEL

IIE staff will then review the information and publish the changes.

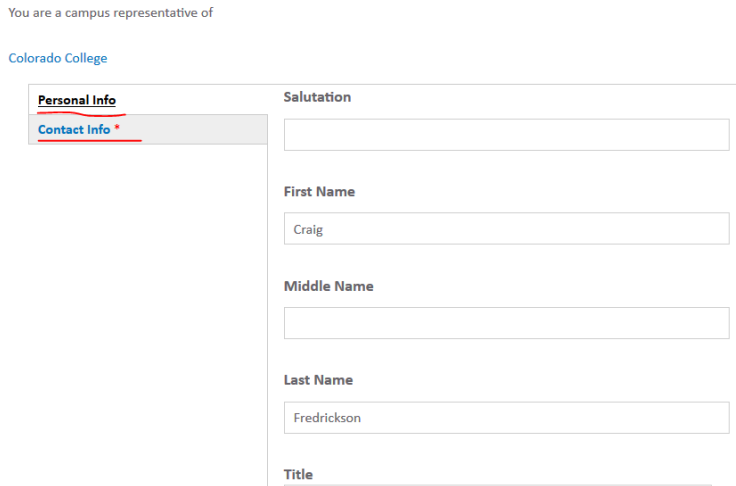
Edit Contact information:

To change your contact information, go back to www.borenawards.org/user

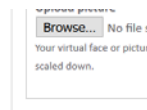
Click on Edit:



There you can Edit your “Personal Info” and your “contact info.” You can also update and change your password



When done, please click “save”



This will automatically save the new information to site.