ALES Awards and Exchange and Study Abroad Board Documentation

NOTE – THIS INTERIM DOCUMENTATION IS BASED ON THE ALES GRAD POSITIONS BOARD AND SOME IMAGES WILL REFERENCE THAT SYSTEM (TEMPORARILY)

Contents

Log in

Navigate to: https://alesawards.ualberta.ca

Or https://alesabroad.ualberta.ca

Scroll down to the bottom right corner, click on the **Post a position (login required)** link.
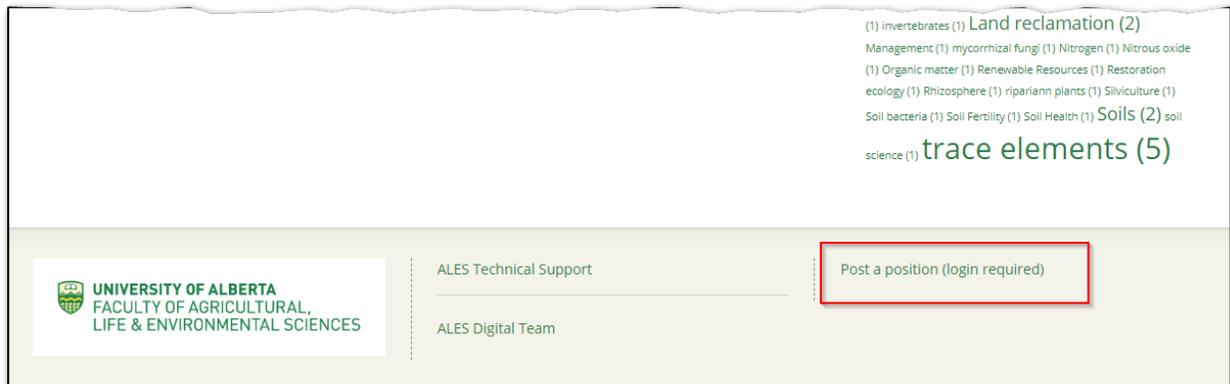
This will open a screen where you enter your user id and password;

- **your** first name, followed by a period, followed by your last name: firstname.lastname
- Password – usually the one you use to log into your work computer. If this doesn't work, please contact the ALES Digital Team: webmaster@ales.ualberta.ca
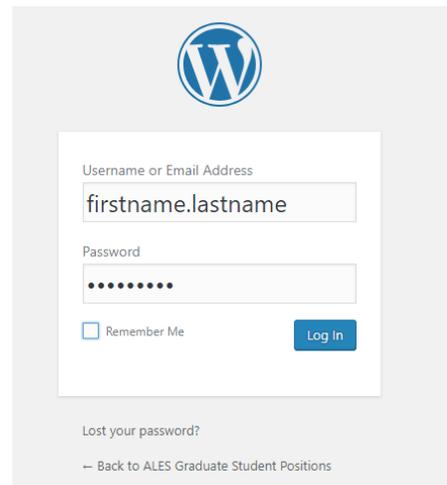
Successful login will take you to the FORM used to post your content.

To log out, use the dropdown menu in the upper right corner.
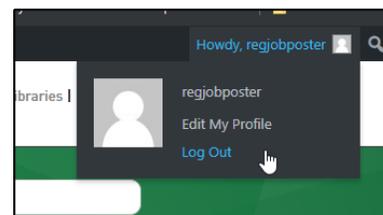
Posting content (for grad form – to be updated)

The Exchange and Study Abroad and Awards websites are a simple database that have a form (requiring login) and a listing of currently available opportunities.

Anyone can view postings on the website, but you must be logged in to create a new posting.

New postings are live for public viewing upon completion and submission of the form.

Form features: (for grad form – to be updated)

Form
(1) Main submission form. All fields with an **asterix(*)** must be completed.

Popular Keywords
(2) Listing and usage count of keywords used in postings. Helpful to maintain consistency between postings.

Home tab
(3) Returns to the main home screen for the site. If you have not submitted a posting before clicking Home, your posting will not be saved.

Graduate Programs tab
(4) Returns to the ALES Graduate Programs landing page on the main ALES website.

Post a Graduate Student Position tab
(5) Opens a new screen to enter a position availability. An easy way to start a subsequent position posting.

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Site Search box

(6) Enables searching of all published postings. Returns a summary page containing all postings that match the search results.

Next button

(7) Submit and publish the posting.
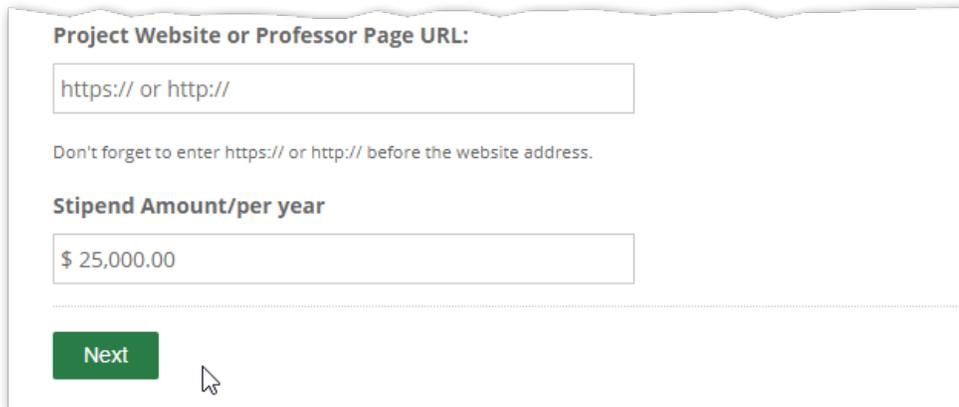
Clicking Next will open a screen where you can review the posting for accuracy.

Submitting an opportunity

Once you've reviewed an opportunity (from the previous step), press the **Submit** button to publish the posting. If you wish to edit the posting prior to publishing, press **Previous** button to return to the previous screen and continue editing.

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Once the posting is submitted and published, a message will be sent to the email address entered into the **Contact Email** field.

Contact Email: *

webmaster@ales.ualberta.ca

The position posting will be available to view on the site until the date entered in the **Posting Removal Date** field has passed.

Posting Removal Date *

12/31/2019

Date the posting to be removed from the Graduate Position Posting system.

Editing or changing an Opportunity after it has been published

To change an Opportunity after it has been published, please use the ALES Digital Team Website Request form. Select the **An edit to the content on a page** option from the **Tell us about your project** section.

Tell us about your project... *
- ○ A general website question or feedback
- ● An edit to the content on a page
- ○ Help with a web page
- ○ Consultation
- ○ A change to my professor page

Then complete the form describing your changes in the **Describe your project** section.

A member of the ALES Digital Team will follow up with your edits as required.

Describe your project. *

Include as much information as possible and the page location (link to the page) so we can find it easily!