University of East London   UCU
University and College Union

Log in and Post Articles

Welcome to the **Log in and Post Articles** guide to the 'Blog site' for UCU at the University of East London. The site can be reached by clicking on the link or typing http://uel.web.ucu.org.uk into your browser.

The site will open on the 'Home Page which is also the 'blog' or 'posts'page. The section below lists the features of the 'home' page:

The Login control is in the **Login and Admin** area on the **Right control bar**.

Navigation Bar

UCU Latest News

Posts Area

Feed to Posts

Search

Recent Posts

Posts Category

Recent Comments

Archives

Quick Links

Login and Feeds area
Authors can log in here to write articles and post them to the site.

Quick Site Map

If you are a registered author then you can log in to the site and post articles. If you are not a registered author then you will need to contact the web editor at uel.ucu.webteam@gmail.com or follow the link on the 'contact us' page of the site which is accessible via the navigation bar.

If you are a registered author then click on the word '**Log in**' in the **Login and Feeds Area** which will take you to the '**Log in**' screen. Please go to the next page of this guide for details.

If you are not a registered author and have applied to the web editor be an author then you will be sent an email containing a link to login to the site and a password. When you click on the link in the email you will be sent to the '**Log in**' screen. Please go to the next page of this guide for details.

Log in Page

If you are a registered author then you can log in to the site and post articles. If you are not a registered author then you will need to contact the web editor at uel.ucu.webteam@gmail.com or follow the link on the 'contact us' page of the site which is accessible via the navigation bar.
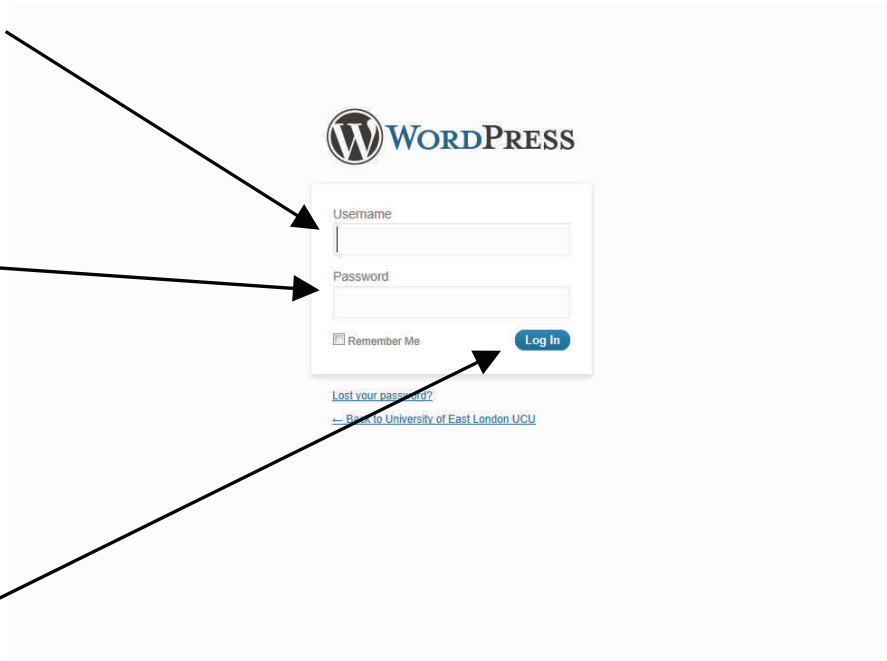
User Name
You must enter your username in the username box. Please note that all users names are lower case letters only.

Password
Enter your password in the **password box**. Please note that the password is case sensitive.

If you are a new user and have been sent a password in an email then paste the password into the **password box**.

And then click **Login**

You will then be taken to the **dashboard** area of the site. Please go to the next page of this guide for details.

Dashboard

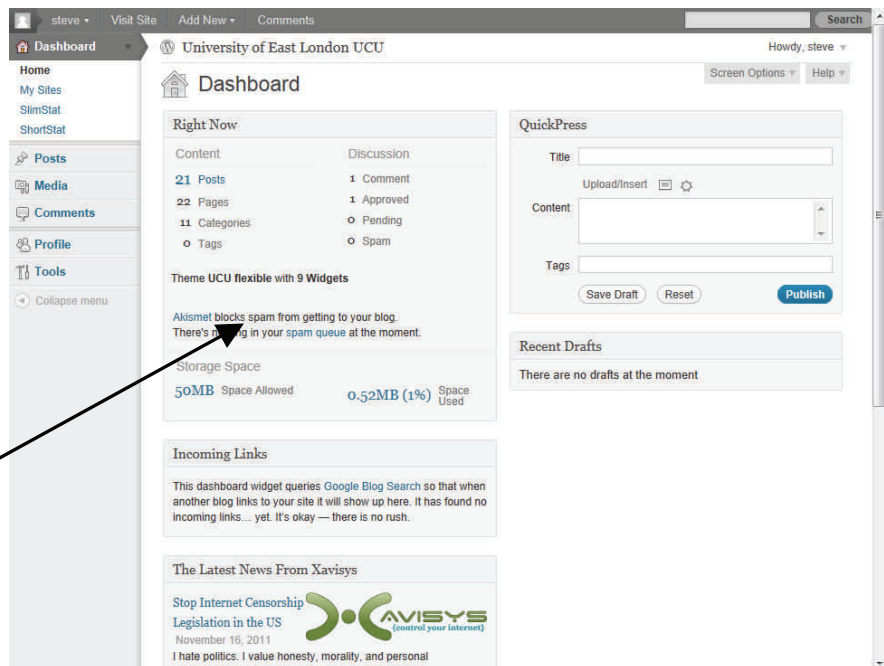The Dashboard has a number of areas

Top Navigation Bar
This allows you to access your profile, visit the site, add a new article and leave comments.

Left Navigation Bar
This allows you to display the dashboard, add a new article, add or access digital media such as graphical images, leave comments, and access your profile.

Work Area
The main area of the internal pages .

If you are a new user then you first need to amend your profile to the details that will appear as your name when you later create and post an article.

The following pages show you how to:
• amend your profile and change your password (page 4)
• Create and post an article (page 5).

University of East London UCU

Your Profile

The profile keeps the details that other users will see when the access articles that you have posted. It also allows you to change your password. If you are a new user then you need to set these details up.

On the Dashboard click the word 'Profile' in the Left Navigation Bar
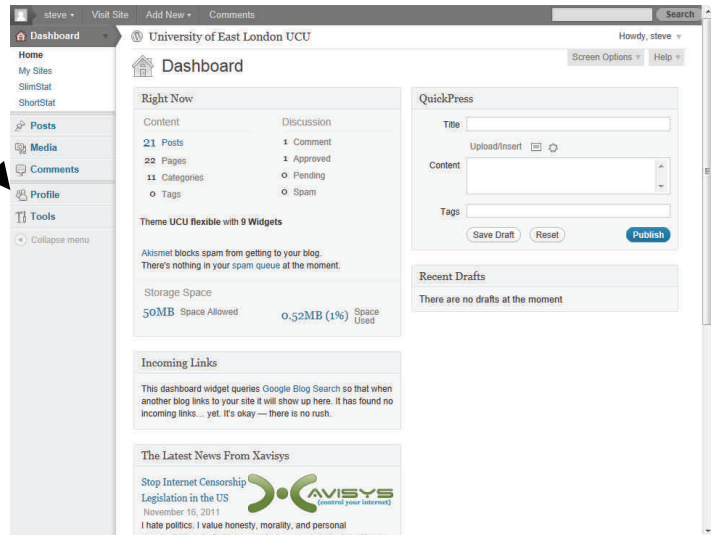
Author Name

Enter your first and family name and / or enter a name that you wish to be known by in the '**Nickname**' box.

Then click on the downward arrow of the '**Display Name Publicly**' box and set your name.

Password

To change your password, enter a password of your choice in the '**New Password**' box. Please enter a password that you are likely to remember. If you forget your password you can recover it but you will need to enter your email address that was used to set up your account.

To update the details click the '**Submit**' button
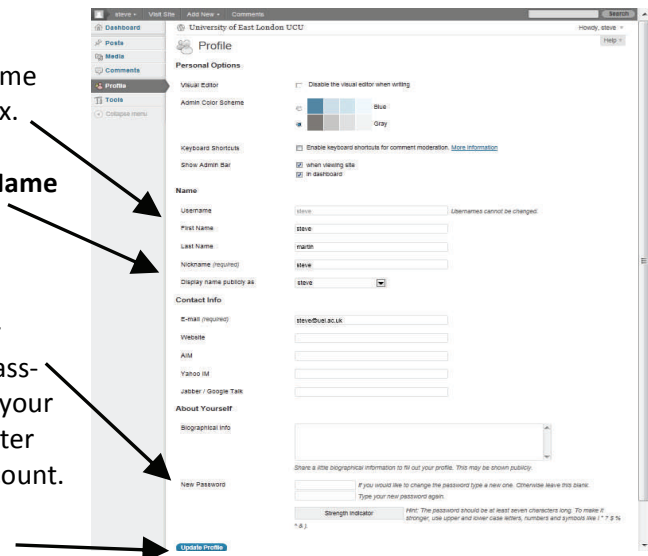
Creating and Posting an Article

Please see the next page for details on how to create and post an article.

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Creating and Posting an Article

You can create a new article and post it to the site. The author details that other users will see are the details that you have set in your profile.

On the **Dashboard** click the word '**Add New**' in the **Top Navigation Bar**.

This will bring up a top down list in which you can click '**Add New**'.

Alternatively you can click '**Posts**' and then '**Add New**' in the posts area of the **Left Navigation Bar**.
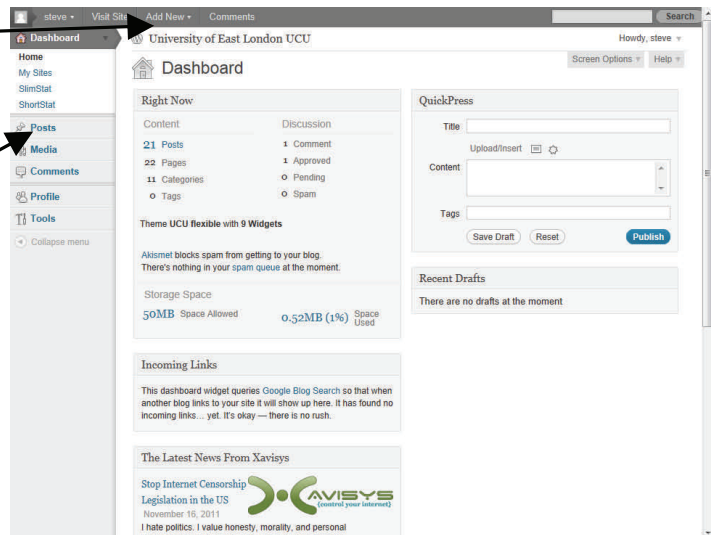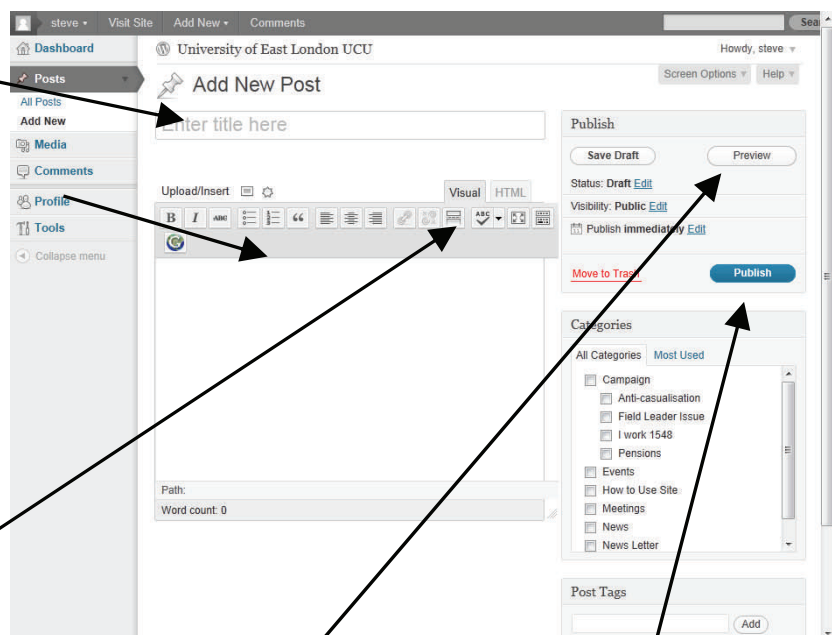
Article Name
Enter the title of your article in the box directly below the text '**Add New Post**'.

Article Text
You can either type the text directly into the box or copy and paste the text from word or notepad.

If the text is long then please put a '**Insert More**' symbol after the first few lines.

Preview how your article will appear on the site using the 'Preview' button.

Once you are happy with your article then click the '**Publish**' button.

You may then
- Log out (top right of screen using the drop down box next to the '**Howdy**' text or by using the drop down box next to your user name at the left hand side of the **Top Navigation Bar**)
- Return to the dash board by clicking dashboard in the **Left Navigation Bar**
- Visit the Site by clicking on '**Visit Site**' in the Top Navigation Bar

Subscribe to the News Feed

To subscribe to the news feed from a given browser, email package, or mobile device, you must first use that browser, email package, or mobile device to access the site home page at http://uel.web.ucu.og.uk. Please note that this package or mobile device MUST support RSS feeds.

Click on the RSS link 'Subscribe to our Feed via RSS' on the right of the page .

You will be given a number of options that are relevant to your browser ,mobile platform or email package after which you should be able to display the latest articles from this site.

If you click the 'automatically update' flag in your package or device then this feed will up-date in your package or on your device whenever a new article is added to the site.
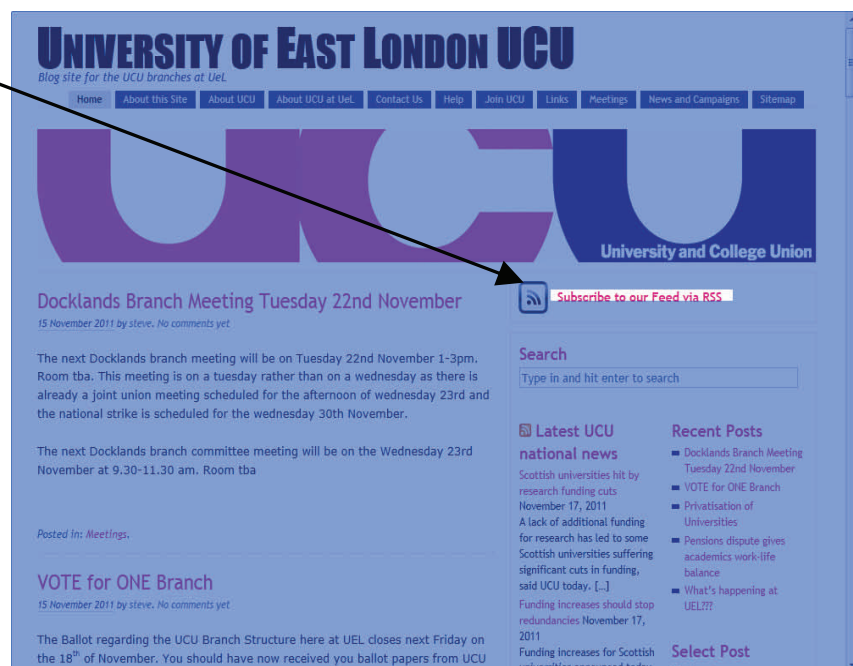
Please note that for the RSS link to work, you must not be logged in to the site as an author, editor, or administrator when you click 'Subscribe to our Feed via RSS' to set the link up

Contact Us

If you have any further questions then please contact the web editor You at uel.ucu.webteam@gmail.com or follow the link on the 'contact us' page of the site which is accessible via the navigation bar.