

UTRECHT NETWORK  
WEBSITE  
HOW TO USE THE  
INTRANET

*A European Network with a Global Outlook*

## How to access the Members area

**1 URL**



**2 CLICK HERE**

Opening up new forms of cooperation

## MEMBERS AREA

This content is restricted to site members. If you are an existing user, please log in.

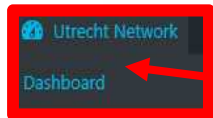
### Existing Users Log In

Username

Password

**CLICK TO LOG IN**  Remember Me

# How to access the Dashboard



**1 CLICK ON DASHBOARD**

## MEMBERS AREA

Welcome to the Utrecht Network intranet.

If you have any queries about the intranet please contact Silvia Mastrapasqua ([silvia.mastrapasqua@unibo.it](mailto:silvia.mastrapasqua@unibo.it))

### Navigation

[AGMs](#)

*A European Network with a Global Outlook*

# How to edit your profile or create new password

The screenshot shows the Utrecht Network user interface. On the left, a dark sidebar contains navigation options: 'Utrecht Network', 'Documents', 'Profile' (highlighted with a red box and arrow), and 'Collapse menu'. The main content area is titled 'Utrecht Network' and 'Silvia Mastrapasqua Log Out'. It features several sections: 'Profile Picture' with a placeholder and a link to Gravatar; 'Account Management' which includes a 'New Password' field (containing a strong password and highlighted with a red box and arrow), a 'Hide' button, and a 'Cancel' button; 'Sessions' with a 'Log Out Everywhere Else' button; and 'Additional Information' with an 'Update Profile' button (highlighted with a red box and arrow). Red text annotations are overlaid on the image: 'CLICK HERE TO SEE/EDIT YOUR PROFILE YOUR DOCS' points to the 'Profile' menu item; 'CHANGE HERE YOUR PASSWORD' points to the password input field; and 'REMEMBER TO UPDATE PROFILE AFTER ANY CHANGES! HERE YOUR PASSWORD' points to the 'Update Profile' button.

**CLICK HERE TO SEE/EDIT YOUR PROFILE YOUR DOCS**

**CHANGE HERE YOUR PASSWORD**

**REMEMBER TO UPDATE PROFILE AFTER ANY CHANGES! HERE YOUR PASSWORD**

## MEMBERS AREA

Welcome to the Utrecht Network intranet.

If you have any queries about the intranet please contact Silvia Mastrapasqua ([silvia.mastrapasqua@unibo.it](mailto:silvia.mastrapasqua@unibo.it))

### Navigation

- [AGMs](#)
- [European projects](#)
- [Finance/Budget info](#)
- [Network documents](#)
- [Partnerships](#)
- [Staff Training events](#)
- [Steering Committee](#)

**CHOOSE A CATEGORY  
TO READ ITS DOCS**



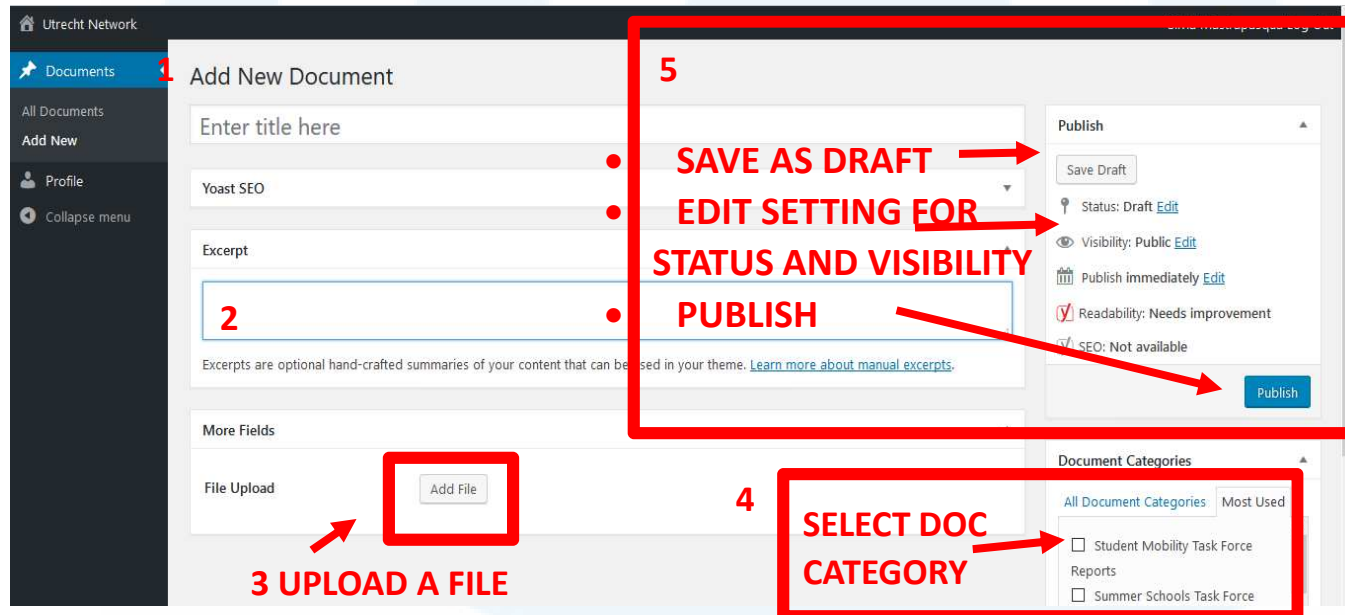
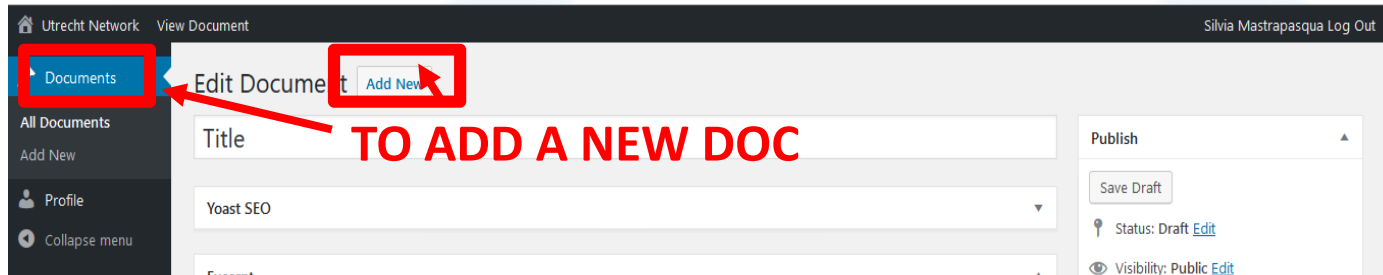
**CLICK HERE TO SEE ALL YOUR DOCS**

- **EDIT: EDIT YOUR DOC (CONTENTS OR PROPERTIES)**
- **QUICK EDIT: SEE BELOW**
- **TRASH: MOVE THE FILE TO THE TRASH**
- **DUPLICATE DOC: CREATE A DUPLICATE OF A DOC**

**IF YOU CLICK ON QUICK EDIT, YOU CAN CHANGE:**

- **TITLE**
- **SLUG**
- **DATE OF DOC**
- **DOC SETTINGS**
- **DOC CATEGORY**
- **DOC STATUS (DRAFT/PUBLISHED)**

# How to add a new doc





# How to upload a file

**SELECT YOUR FILE**

Caricamento file

Nome	Ultima modifica	Tipo
MFCMAPI.exe.18.2.18068.37	20/03/2018 11:26	Cartella di file
Client UP	27/02/2018 11:32	Collegamento
Desktop - collegamento	28/03/2018 08:38	Collegamento
Dropbox	27/02/2018 11:42	Collegamento
ELENCOCESIA.xlsx	29/03/2018 14:56	Foglio di lavoro d
FAM bank account.doc	22/03/2018 12:06	Documento di Mi
MFCMAPI.exe.18.2.18068.37.zip	20/03/2018 11:25	zip Archive
Outlook 2016	02/03/2018 08:24	Collegamento
Participants_AGM_15_marzo.csv	16/03/2018 15:13	File con valori sep
Pulse Secure	27/02/2018 11:40	Collegamento
Utrecht Network - collegamento	06/03/2018 10:35	Collegamento
Verbale.docx	19/03/2018 15:34	Documento di Mi

Nome file:  Tutti i file (\*.\*)

Apri Annulla

**FILE UPLOADED**

Utrecht Network View Document Silvia Mastrapasqua Log Out

Documents Edit Document Add New

All Documents Add New

Profile Collapse menu

Title

Yoast SEO

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

More Fields

File Upload

Verbale

ADD FILE

**ADD MORE FILES**

Publish

Save Draft

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Readability: Needs improvement

SEO: Not available

[Move to Trash](#) [Publish](#)

Document Categories

All Document Categories Most Used

Student Mobility Task Force

Reports

Summer Schools Task Force

Summer School TF

- Svend Poller
- Sabine Pendl

Student Mobility TF

- Marleen van der Ven
- Rita Vienazindiene

Staff Mobility TF

- Kirsi Korhonen
- Laura Roop

IoC TF

- Anne Vorpapel

Research Management Task Force

- Pam Jackson

**Who can manage docs?**