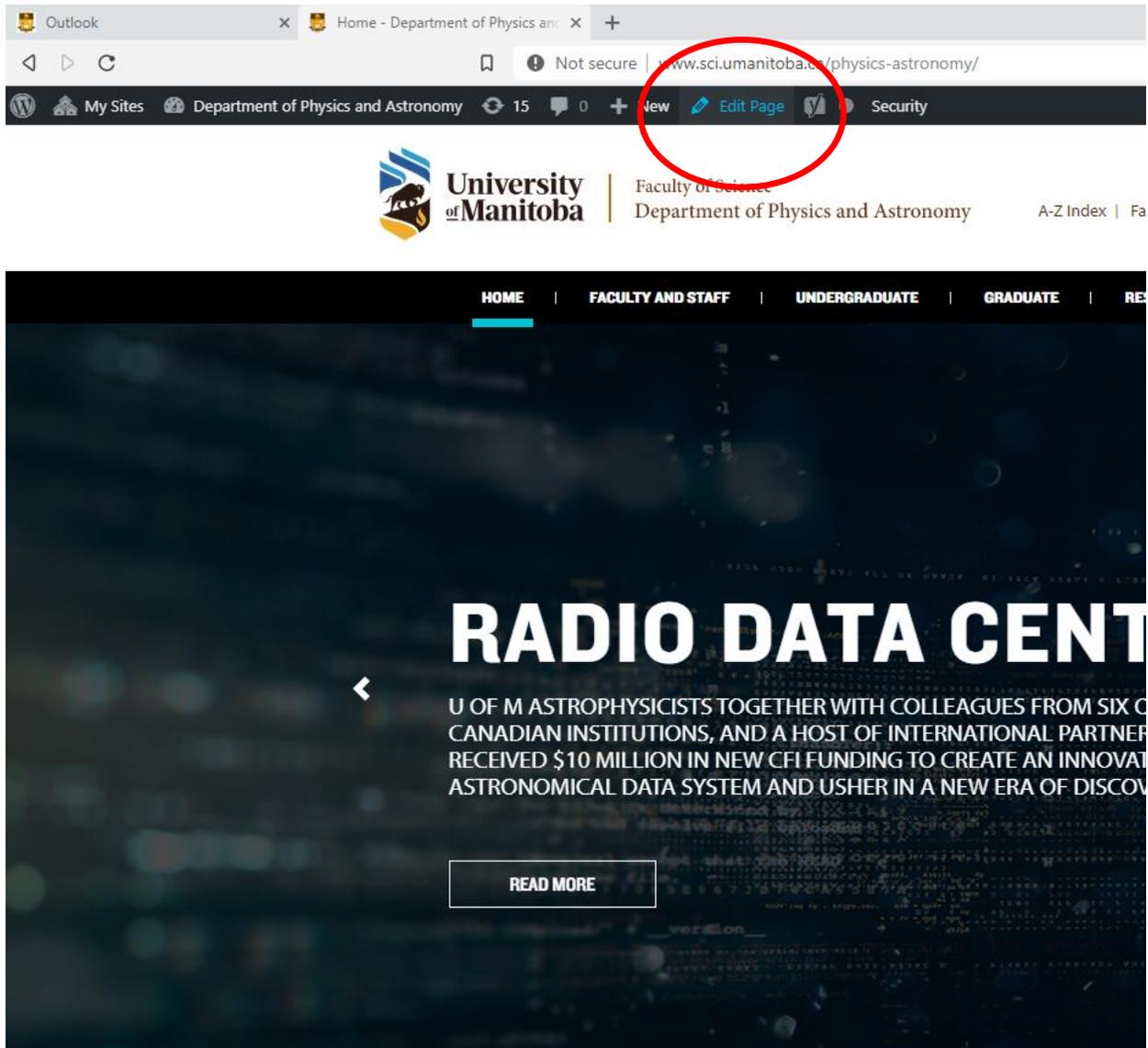




University of Manitoba Faculty of Science Website SOP Adding a Grad Student

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1. Login to the backend of the website.
2. If you start out viewing the published form of one of the webpages, simply proceed to the editing interface via the 'Edit Page' button in the toolbar along the top of the window (see Figure 1). If you start out viewing the editing interface proceed to step 3.
3. Proceed to the users menu following the 'Users' button in the left hand toolbar (See Figure 2).
4. Click the 'Add New' button next to the title of the page to add a new user (See Figure 3).
5. Scroll down past the option to 'Add Existing User' to reach 'Add New User'.
 - a. Fill in the username. The recommended user name is zzgrad<firstname><lastname> e.g. (zzgradbobloblaw for a student named Bob Loblaw).
 - b. Fill in the institutional e-mail or other e-mail for the student.
 - c. Under the dropdown menu entitled 'Role', select 'Profile Student'.
 - d. Check the Skip Confirmation Email button.
 - e. Under the dropdown menu entitled 'Other Roles', select 'Profile'.
 - f. Once steps 5 a through 5e are completed, click the blue 'Add New User' button at the bottom of the page.
6. A message will appear at the top of the page stating 'User has been added to your site. Edit User' with 'Edit User' in blue as an active link. Click on 'Edit User' (Figure 5).
7. You may now fill out the fields under 'General' and 'Contact'. Normally for students, fields under the other tabs are left blank. For students a few specific steps are required.
 - a. On the General Tab, tick the box under Account Management that sets the User Category to Graduate Student.
 - b. On the General Tab, fill out the student's name and select an appropriate display choice for the 'Display name publicly as' dropdown menu.
 - c. On the Contact Tab enter a general contact e-mail for the student's home department to protect the student's privacy.
 - d. On the Contact Tab enter the student's supervisor, position title (MSc Candidate or PhD candidate), and research area.
8. Push the blue 'Update User' button at the bottom of the page. You may now add the student to Directory flex sections on other webpages.



NEWS AND EVENTS

Figure 1 Proceed to the editing interface by clicking the edit page button.

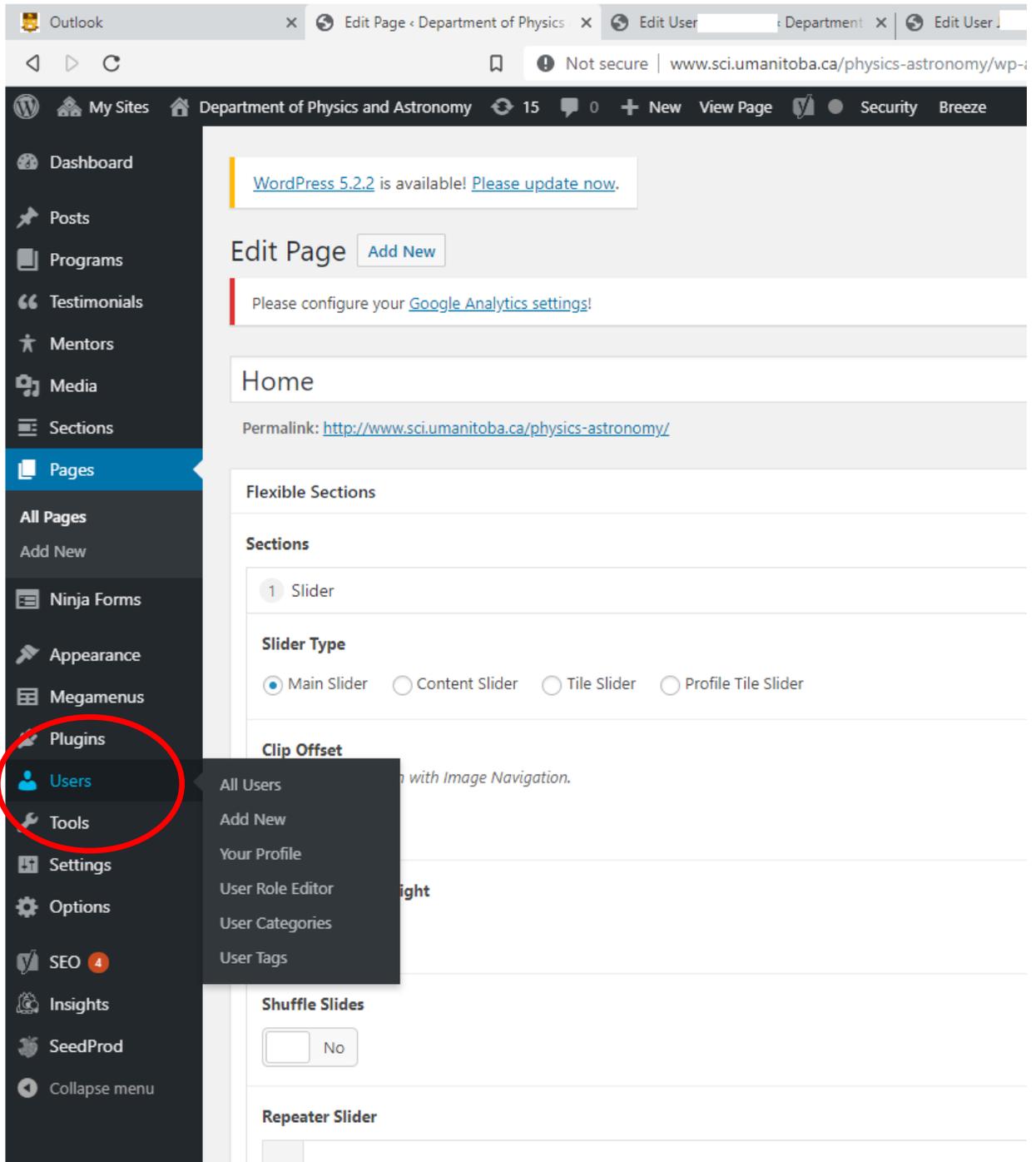


Figure 2 Proceed to the user management screen by clicking the Users button in the left hand toolbar.

WordPress 5.2.2 is available! [Please update now.](#)

Users [Add New](#)

Please configure your [Google Analytics settings!](#)

All (73) | Administrator (6) | Profile (68) | Profile PostDoc (1) | Profile Student (4) | Subscriber (1) | User manager (1)

Bulk Actions ▾ Apply Change role to... ▾ Change Grant Roles

<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	 anatoliystrybulevych	Anatoliy Strybulevych
<input type="checkbox"/>	 andreasshalchi	Andreas Shalchi
<input type="checkbox"/>	 andrewfrey	Andrew Frey (Asst. Prof.)
<input type="checkbox"/>	 andrewgoertzen	Andrew Goertzen (Ph.D.)
<input type="checkbox"/>	 animasharma	Anima Sharma
<input type="checkbox"/>	 ayamchuk	—
<input type="checkbox"/>	 aymsleybishopmahon	Aymsley Bishop Mahon

Figure 3 Click on the 'Add New' button to add a new user.

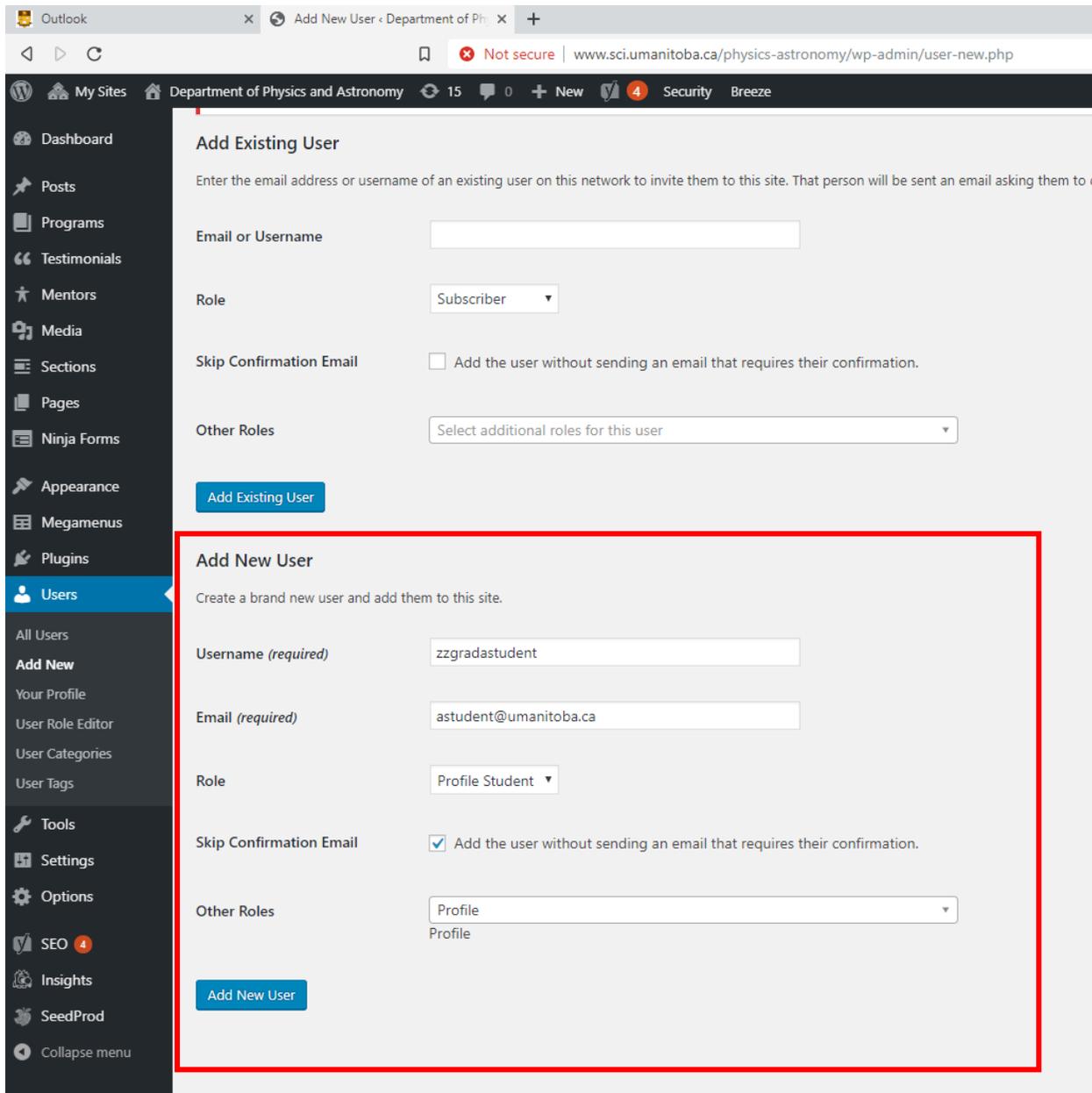


Figure 4 Create the new user by filling out the fields under 'Add New user' and clicking on the blue 'Add New User' button.

The screenshot shows the WordPress administration interface for a site titled "Department of Physics and Astronomy". The left sidebar contains a menu with items such as Dashboard, Posts, Programs, Testimonials, Mentors, Media, Sections, Pages, Ninja Forms, Appearance, Megamenu, Plugins, Users, Tools, Settings, Options, SEO, Insights, and SeedProd. The "Users" menu item is highlighted in blue. The main content area is titled "Add New User" and features a notification at the top: "WordPress 5.2.2 is available! Please update now." Below this, a message states "Please configure your Google Analytics settings!". A green notification message, "User has been added to your site. Edit user", is circled in red. The page also includes sections for "Add Existing User" and "Add New User", each with input fields for email/username, role, and a checkbox for "Skip Confirmation Email".

Figure 5 Follow the edit user link in the message that pops up at the top of the screen after adding the new user in order to populate the new profile with information.

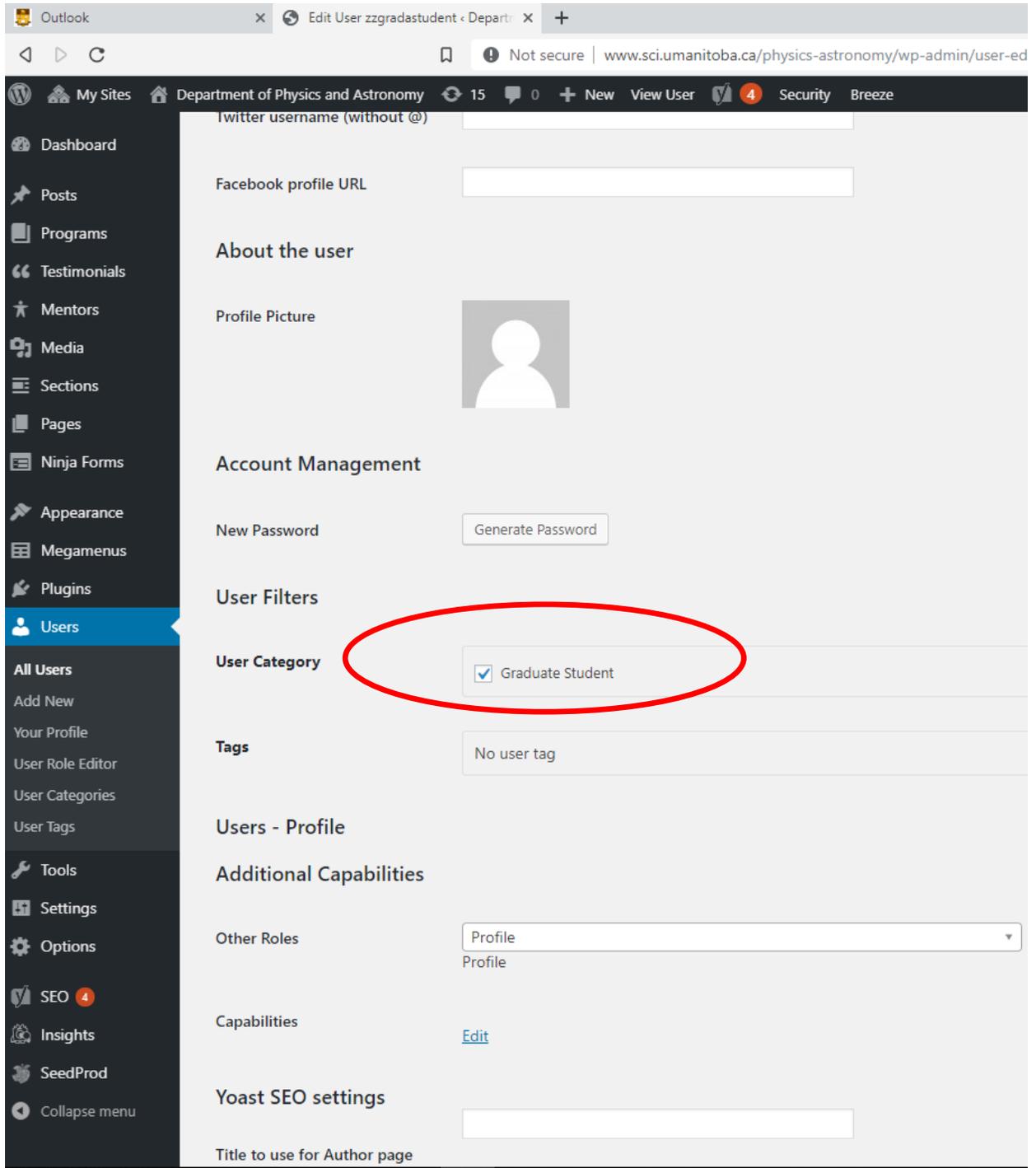


Figure 6 Click the Graduate Student check box under Account management. To be honest, it probably does nothing. Best to click it in case a revision implements categories though.

The screenshot shows the WordPress admin interface for editing a user. The browser address bar indicates the URL is www.sci.umanitoba.ca/physics-astronomy/wp-admin/user-edit.php?. The page title is "Edit User zzgradastudent". A notification at the top states "WordPress 5.2.2 is available! Please update now." Below this, a message says "Please configure your [Google Analytics settings!](#)". The user profile tabs include "General", "Contact", "Bio", "Curriculum Vitae", "Select Publications", and "Links". The "General" tab is active, showing the "User Profile Image" section with "No image selected" and an "Add Image" button. The "Display Email" field contains "info@physics.umanitoba.ca" and is circled in red. Below it are fields for "Position Title", "Research Themes", "Education", "Office Room Number", "Office Phone Number", "Fax Number", and "Home Institution". The "Supervisor (optional)" field contains "P. Supervisor" and is also circled in red. The "Research Area (optional)" field contains "Website Maintenance". The left sidebar shows the "Users" menu item selected.

Figure 7 Add an override e-mail to prevent the student's e-mail from being published. Add the student's supervisor and research area. Normally other information is left out for students for privacy considerations.