

Getting started on the CAULLT website

The website is publicly facing, but certain content throughout the site is for members only. If you visit a page that is for members and you aren't signed in, a Member sign in box will appear in the page. These basic instructions on how to get started with the new CAULLT website cover:

1. How to sign in (and how to get a new password if you forgot yours)
2. How to update your Personal Profile
3. How to update your Institutional Profile
4. How to write a new post to contribute to the group Activity blog

1. How to Sign In

1. Enter the website address in your browser:
www.cadad.edu.au
2. Click the 'Member Sign In' in the top right of the page, and then enter your username (or email address) and password in the sign in box.
3. Click the 'Sign In' button

Don't know your username/email address?

Your username is the first letter of your first name and your surname ie John Smith would be 'jsmith', or alternatively you can enter your institutional email address.

Don't know your password?

If you've forgotten your password, you can reset it here:

www.cadad.edu.au/wp-login.php?action=lostpassword

2. How to update your Personal Profile

1. Once you are signed in, you can click the Member box in the top right again and you will have 3 link options - Create Post, View Profile and Log Out.
2. Click the 'View Profile' link.
3. To edit your profile, click the 'Edit Your Profile' link on the right - this will load the edit view.
4. Enter your job title at your Institution
5. Enter a brief biography to tell other members who you are and your background
6. Upload a headshot profile photo (jpg format) of yourself
7. Then click the 'Update Profile' button to save your changes.

What's on your profile page?

You will see your profile page which will display your name, title and your Institution. This page also displays your bio, photo and any posts you have contributed to the Activity feed on the website.

3. How to update your Institutional Profile

1. Visit your Institution's profile page, you can do this via the menu 'Members->Institutional Profiles' or click on your Institutional name link via your Nominee Profile.
2. On your Institution's Profile page, click the 'Edit Institutional Profile' button
3. Update all the information related to your Institution including the Name of Learning Centre, Head of Centre, Mission Statement, Structure and Activity
4. Then click the 'Update Profile' button to save your changes.

Have a photo of your Institution?

Don't forget to upload a shot of your Institution - either a shot of the campus or a photo of your learning team.

4. How to write a new post to contribute to the group Activity blog

1. Click on the 'Create post' link, either from the Member box in the top right of the page, or in the right column on your Nominee Profile page.
2. Write a title for your post in the title field
3. Write the contents of your post in the content field - your post can be short or long, and you can add images via the 'Add Media' button. Format your post with the toolbar of icons above the content field (ie. bold text, create bullet points, etc.)
4. When you're finished, click the 'Create Post' button. Your article will be saved into the website as a 'Draft', ready to be approved and put live on the site.

Where will my post appear?

Once your draft post has been approved and published, it will appear in the Activity feed, both on the homepage and via the 'Activity' page. You can also view all your posts via your Profile page.