

Updating your *Explore* Website

Explore is a powerful tool which allows you to share your publications, expertise, syllabi, and courses with a wide audience of colleagues, students, and the media. This guide is an introduction to *Explore* and will help you make the most of this valuable asset.

(1) Getting Started

(A) To start working with *Explore*, open your web browser. This can be Internet Explorer or Firefox. Open the homepage of the MSB tech center (<http://technology.msb.edu/>).

The screenshot shows the MSB Tech Center homepage. At the top left, there are links for Mail 1, Mail 2, NetStorage, Blackboard, and MyAccess. Below these are sections for Help, Quick Links, and Useful Phone Numbers. The Help section includes a 'Connect to HelpDesk' button and a 'Help Desk Tutorial'. The Quick Links section lists items like Building Guide, Printing, MSB Password Change Page, and Graduating Student Info. The Useful Phone Numbers section lists various departments and their contact numbers. The Help Topics section lists various categories like Accounts, Computer Requirements, Email, Hardware, Network Files, Printing, Security, Software, Services, and Wireless. On the right, there is an 'MSBTC Search' box, 'Tech Center' information including summer hours and address, and a 'Helpful Links' section. An arrow points from the 'Helpful Links' section to a detailed view of the links.

(B) On the bottom right of the page, you will see “Explore Georgetown” as an option. Click that.

- Connection
- Alumni Career Network
 - **Explore Georgetown**
 - Registrar
 - GoCard Office

(C) You are now viewing the home page for *Explore*. Before you do anything, however, you must log in to tell the system who you are.

Georgetown UNIVERSITY est. 1789

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explore.georgetown.edu

Welcome to ExploreGeorgetown, the web repository for Georgetown University news and information. Content you can find in ExploreGeorgetown includes:

- ◆ [Class schedule](#)
- ◆ [University faculty](#)
- ◆ [Course catalog](#)
- ◆ [Faculty blogs](#)
- ◆ [University news](#)
- ◆ [Faculty publications](#)
- ◆ [Upcoming events](#)
- ◆ [Campus maps](#)

In addition, ExploreGeorgetown provides services for faculty and staff, including:

- ◆ Faculty can [log in to manage their faculty profiles](#) including syllabi and publications.
- ◆ Department administrators can [log in to manage courses and syllabi](#) for their departments.

v.2.4

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Log in

Log in using your NetID to work on your faculty profile, syllabi, or courses. Questions about your NetID login? [Find out more.](#)

(D) Click: [Log in using your NetID to work](#)

Authentication Required

Enter username and password for "NetID required" at https://www18.georgetown.edu

User Name:

Password:

OK Cancel

(E) Enter your NetID in the “User Name” box and your password in the “Password” box. This is the same information you use to check your email and log onto the network.

(F) You are now on the home page for *Explore*. From here, you can navigate to your “profile.” That is the area that contains all of the information that you want to display on *Explore*.

The screenshot shows the Georgetown University Explore homepage. At the top, the logo "Georgetown UNIVERSITY" is on the left, and navigation links "search | site index | site map | directory | about" are on the right. Below the logo is a navigation bar with "HOME", "YOUR DEPARTMENT", and "SERVICES". The main content area includes a welcome message, a "Your department" section with links for "Work on events" and "More...", and three sidebars: "University status" (with a link "Georgetown University is open."), "Quick links" (with various service links), and "University headlines" (with three article links). A box labeled "(G) Click here." has an arrow pointing to the "YOUR DEPARTMENT" link in the navigation bar. Another box labeled "(H) This will bring you to the department page. Your name should appear. Click **your name** to access your profile." has an arrow pointing to a link in the "Faculty" section of the next screenshot.

(H) This will bring you to the department page. Your name should appear. Click **your name** to access your profile.

The screenshot shows the department page on the Georgetown University Explore homepage. The navigation bar is the same as in the previous screenshot, but "YOUR DEPARTMENT" is now highlighted. The main content area includes a "Your department" section with a "Help with this page" link, a "Faculty" section with a list of faculty members (one name is partially visible), an "Events" section with a "Work on events" link, and a "Find out more" section with a "contact us" link. The footer of the page says "Powered by ExploreGeorgetown".

(I) Your profile will now display.

The screenshot shows a faculty profile page for a professor at Georgetown University. The page includes a navigation bar with 'HOME', 'YOUR DEPARTMENT', and 'SERVICES'. The main content area is titled 'Profile' and contains several sections: 'Profile' (with contact info), 'Biographical information', 'Expertise and interests', 'Research and publications', 'Courses and syllabi', and 'Profile settings'. A callout box (J) points to the contact information, and another callout box (K) points to the section titles, indicating they are clickable for editing. The page footer mentions 'Powered by ExploreGeorgetown'.

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HOME YOUR DEPARTMENT SERVICES

Your department ▾ Help with this page

Profile

Barbara Hamrad

Professor
202-687-4000
hamradb@georgetown.edu
309 Old North

[About your profile](#)

Biographical information
Your additional contact information, bio, and CV.

Expertise and interests
Your degrees, languages, and faculty expert profile.

Research and publications
Your research projects and publication list.

Courses and syllabi
Your course syllabi.

Profile settings
Manage access to your profile.

Last updated 7/23/2008 at 06:35 pm by you.

View the profiles of other faculty.
• [McDonough School of Business](#)

Powered by [ExploreGeorgetown](#)

(K) To expand a category and edit its properties, simply click it. The image below illustrates the options available when you click on “Biographical information.” Simply click “Make changes” to edit any category.

This screenshot shows the expanded 'Biographical information' section. It contains three sub-sections: 'Your additional contact information' with fields for alt. phone, fax, and web site, and a 'Make changes' button; 'Your bio' with a text field and a 'more' link, and a 'Make changes' button; and 'Your CV' with a text field and an 'Add a CV' button.

Biographical information

Your additional contact information

Alt. phone 202-687-4000
Fax 202-687-4000
Web site <http://www.msb.edu/faculty/hamradb/>

Make changes

Your bio

Professor Hamrad's research on analysis and valuation of both financial and real options has been published in journals such as Ma ... [more](#)

Make changes

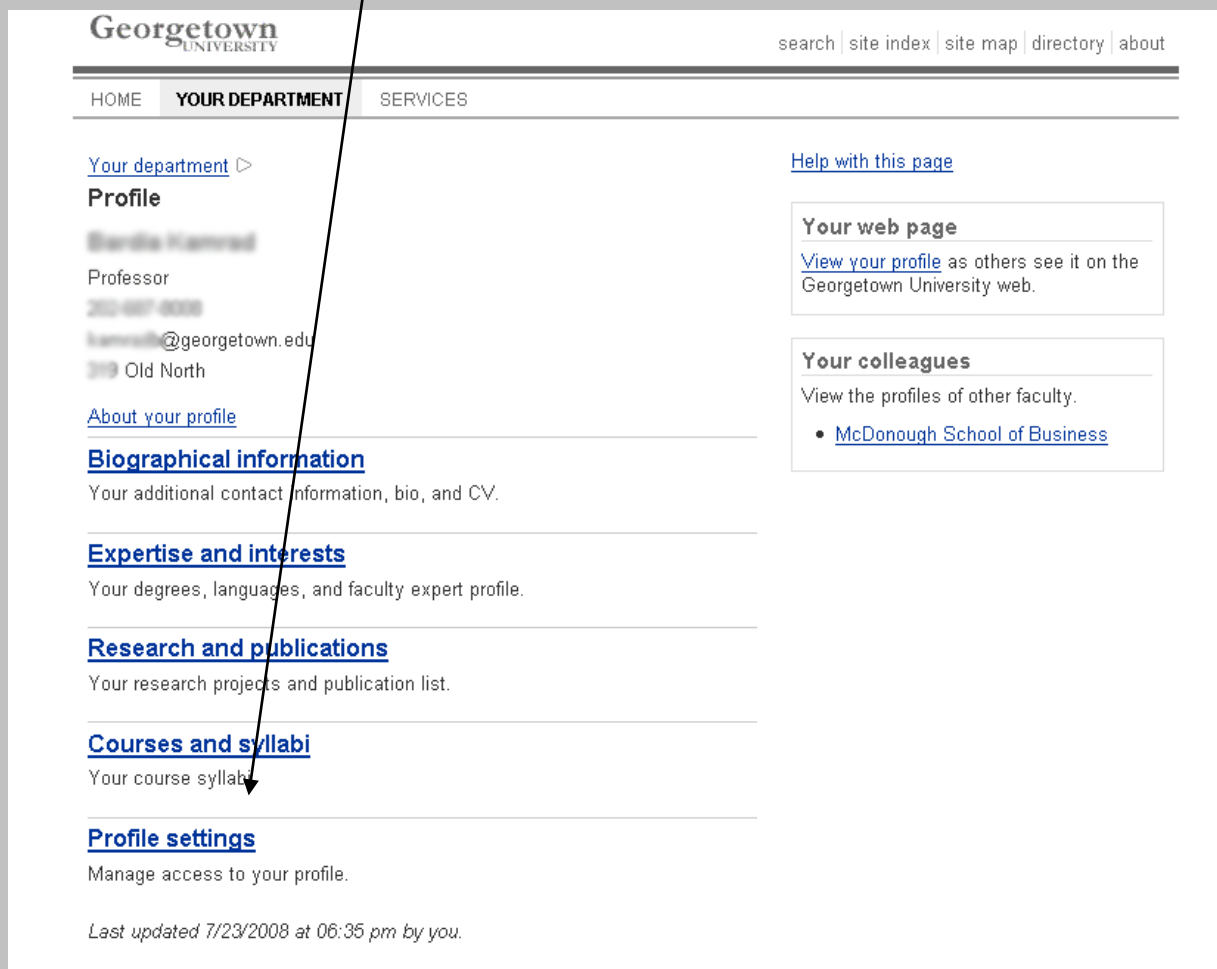
Your CV

Optionally, upload a CV to supplement your web profile.

Add a CV

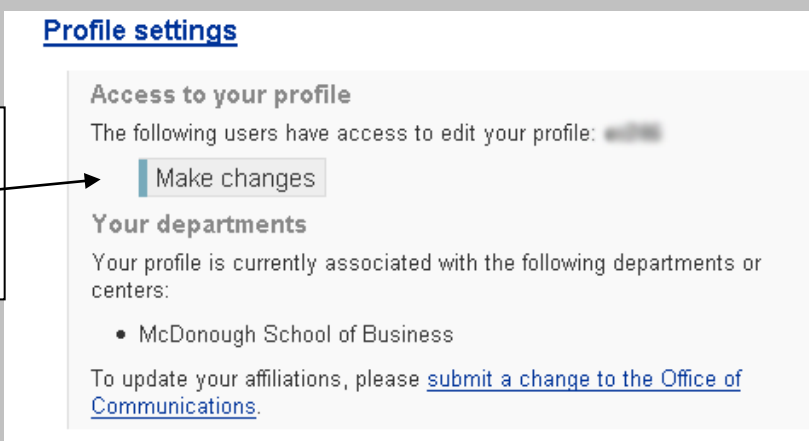
(2) Allowing Others Access to Your Profile

(A) You may allow a research assistant or other user access to your profile. To do that, select the “Profile settings” option from your profile menu.



The screenshot shows the top navigation bar of the Georgetown University website with links for search, site index, site map, directory, and about. Below this is a secondary navigation bar with HOME, YOUR DEPARTMENT, and SERVICES. The main content area features a profile for Barbara Hamrad, Professor, with contact information and several menu items: About your profile, Biographical information, Expertise and interests, Research and publications, Courses and syllabi, and Profile settings. A callout arrow points from the text in part (A) to the 'Profile settings' link.

(B) “Profile settings” will expand. You can now click “Make changes.”



The screenshot shows the 'Profile settings' page. It has a section titled 'Access to your profile' with the text 'The following users have access to edit your profile: [redacted]' and a 'Make changes' button. Below this is a section titled 'Your departments' with the text 'Your profile is currently associated with the following departments or centers:' and a list containing 'McDonough School of Business'. At the bottom, it says 'To update your affiliations, please submit a change to the Office of Communications.'

(C) The profile access screen will display. You can choose whether or not you want a department administrator to be able to edit your profile. Check with your department to see if you have an administrator. You can also choose to delegate access to another user.

Georgetown UNIVERSITY

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HOME YOUR DEPARTMENT SERVICES

Your department ▾ [redacted] ▾

Access to your profile

Department access

Some departments designate an administrator to help keep faculty profiles up to date.

- My department administrator may edit my faculty profile along with other faculty in the department.
- I do not want my faculty profile to be edited by an authorized department administrator.

Shared access

Aside from department access, if you want a specific person other than yourself to be able to edit your faculty profile, list them here. Enter one or more NetIDs, separated by commas.

Save changes

Powered by [ExploreGeorgetown](#)

(D) To allow another user access to your page, obtain their NetID (their Georgetown email address before the @ sign) and type it into the box. Then click "Save changes." That user will now be able to edit your page. You can enter more than one.