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/](http://technology.msb.edu/)).

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

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

(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.

(G) Click here.

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

(J) Your name and contact information will appear here. Check to make sure it is accurate.

(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.

(K) You can edit information in each of these categories. Simply click the title (e.g. “Biographical Information”) to begin editing.

(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.
(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.

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

(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.