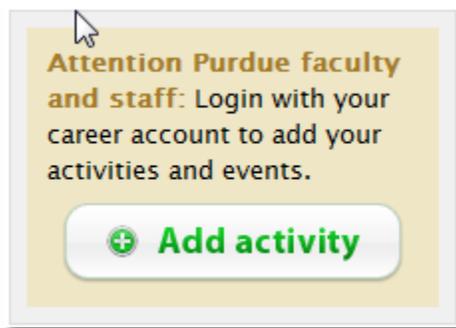


Purdue P-12 Portal Quick Start Guide

Add an activity

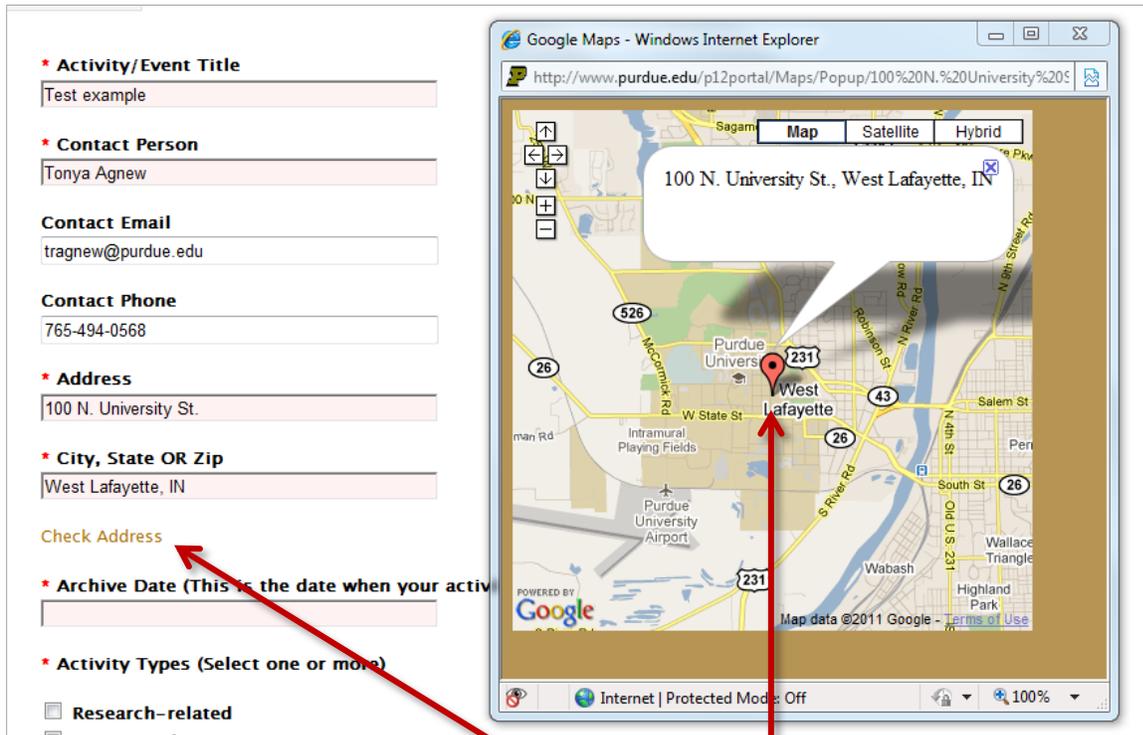
1. Go to: www.purdue.edu/p12portal
2. Scroll to bottom of the page and click on "Add activity."



3. Login to your career account



4. Enter Activity/event title, contact person, contact email, contact phone, address, city, state and ZIP.
 - a. **NOTE: Enter phone in this format: 123-456-7890.**
 - i. Not (123) 456-7890 or 123.456.7890



NOTE: Include the exact address and click “check address” to verify that the address can be found on Google Maps. This will ensure that the correct location is displayed on the event’s map.

5. Determine the archive date and enter it. This is the date when your activity will not display in the search results.



6. Select one or more activity types. Select all that apply to your activity.

*** Activity Types (Select one or more)**

- Research-related
- P-12 enrichment activities
- Career exploration
- Professional development for p-12 educators
- Family event
- Summer camp
- 4H
- Extension office
- Field trip

7. Enter a description of your event/activity/project in this box. Keep it simple—50 words or less. Don't use jargon. Use words that those searching might use.

NOTE: "Objective" will be changed to "Description" on this form soon.

Objective

8. Enter an event host in this box. This would be the hosting college, department, center, or institute. **NOTE: "sponsor" will be changed to "Host" on this form soon.**

Sponsor

9. Enter a target audience. Select all that apply.

Target Audience

- Preschool–Kindergarten**
- Grades 5–6**
- Grades 7–8**
- Grades 11–12**
- All ages**
- Grades 9–10**
- Grades 1–2**
- Grades 3–4**
- Adult**

10. Enter

- a. Dates/Times: March 5, 2011-April 16, 2011; 9:00 am-Noon
- b. Frequency: Weekly, monthly, every Saturday, etc.
- c. Duration: 7 weeks, 3 days, ongoing, etc.
- d. Cost: Input cost of event here or “free” if there is no associated cost.
- e. Website: Type in URL of event/activity site here

Dates / Times

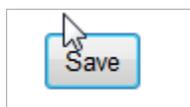
Frequency

Duration

Cost

Website

11. Click “Save” before navigating from this page. After you save your event will be included in the list of events and on the activity map.



Make changes or delete an event

1. Click “Manage my activities” at the top of the page



2. Login to your career account



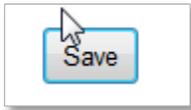
3. A list of activities you've created will appear. Click "edit" or "delete" to the left of the activity you wish to change or delete. **NOTE: you can also add a new activity here by clicking the "add new activity" button.**

Activities

◀ Back to Home + Add a new Activity

Actions	Name	Contact Person	Sponsor	Address
Edit Delete	"Day in College" Open House Purdue College of Technology New Albany	Andy Schaffer	Purdue University: New Albany; College of Technology	Purdue Technology Building; 3000 Technology Ave, 47150
Edit Delete	"Day in College" Open House Purdue College of Technology New Albany	Andy Schaffer	Purdue University: New Albany; College of Technology	Purdue Technology Building; 3000 Technology Ave, 47150

4. Make changes as you'd like and click "Save" before navigating from this page.



Questions contact Tonya Agnew, director of communication for the College of Education at 4-0568 or tragnew@purdue.edu.