Application Quick Guide

Overview of Application
The Community Engagement Partnership Initiative (CEPI) application facilitates and assists UNO’s community engagement efforts by allowing campus and community partner users to register projects, enter data, and create reports related to their project’s focus area, type, and etcetera. The application also shows users a visual representation of UNO’s collaboration with community partners by allowing UNO campus partners to input project and partner information, and then view dynamically generated maps and reports.

Overview of CPI Quick Guide
The Community Engagement Partnership Initiative (CEPI): Quick Guide is intended to provide users with quick, step-by-step guide to navigating the CEPI application.

How to Login to the Application:
*If not yet registered, please see “How to Register” instructions below
1. Click on “Login” in the navigation bar
2. Fill in Email address
3. Fill in Password
4. Select “Login”

How to Change Your Password:
1. Click on “Login” in the navigation bar and select “Forgot Password?”
2. Enter Email into the Password Reset field
3. Select “Send Email”
4. Check inbox for an email containing password reset instructions
5. Once received, click on the link within the email to reset your password
6. Once clicked, the link directs user to a form in the application called “Set Your Password”
7. Enter a New Password into the fields, ensuring that both entries match, meet password requirements, and are unique to any previously used passwords
8. Click submit

How to Register a New Campus Partner User:
*Campus Partner User accounts require activation before they can be accessed. For activation, new users should email an application administrator at partnerships@unomaha.edu
1. Click on “Login” and select “Campus Partner User Registration”
2. Pick the correct Campus Partner to be associated with
3. Fill in First Name
4. Fill in Last Name
5. Fill in an email which is a (.edu) account. A .edu account is required as campus partner users should be connected to the university
6. Fill in a password with at least 8 characters, 1 digit and 1 special character and use the same password in confirm password field
7. Click submit

**How to Invite a New Community Partner User**

*Inviting a New Community Partner User requires user registration and login*

1. Click on “Partners” in navigation bar and then select “Invite a Community Partner User”
2. Select the Community Partner with which the new user affiliates
3. Fill in First Name
4. Fill in Last Name
5. Fill in the email address belonging to the New Community Partner User
6. Click submit

**How to Register a New Campus Partner:**

1. Click on “Partners” in navigation bar and then select “Register Campus Partner”
2. Fill in Campus Partner Name
3. Select College or Main Unit
4. Fill in First Name of primary contact
5. Fill in Last Name of primary contact
6. Fill in an email which is a (.edu) account. A .edu account is required as campus partners should be connected to the university.
7. Review and accept “Terms & Conditions.”
8. Click submit

**How to Register a New Community Partner:**

1. Click on “Partners” in navigation bar and then select “Register Community Partner”
2. Search for partner name in database to ensure no duplicate partners are created
3. Select “Register the Community Partner”
4. Fill in Community Partner Organization Name
5. Select Community Partner Type
6. Fill in in the Organization’s Acronym (optional)
7. Enter in the Organization’s Website URL
8. Select “Virtual Only” if organization has no physical address
   8.1. Fill in Address Information (Address Line, City, Country, State/Province, and Zip Code)
9. Select Primary Focus Area
10. Select Other Focus Area(s) (optional)
11. Review and accept “Terms & Conditions.”
12. Click submit

**How to Create a New Project:**

*Project creation requires user registration and login*

1. Click on “Projects” in navigation bar and select “Create Project”
2. Search for unique project name in database to ensure no duplicate projects are created
3. Select “Create Project”
4. Complete project registration form steps:
   4.1. Fill in Project Name
   4.2. Select Engagement Type
   4.3. Select or fill in Activity Type(s) (optional)
   4.4. Select Project Type (optional)
   4.5. Select Start Semester
   4.6. Select End Semester (optional)
   4.7. Select Start Semester
   4.8. Select End Semester (optional)
   4.9. Fill in Total Students (optional)
      4.9.1. Fill in UNO Student Hours (optional)
      4.9.2. Fill in Total Number of Other Participants (optional)
      4.9.3. Select “K-12 Students” option (if applicable)
      4.9.4. Fill in Total number of K-12 Students (optional)
      4.9.5. Fill in Total number of K-12 Hours (optional)
   4.9.6. Select applicable Community Partner(s)
   4.9.7. Select applicable Campus Partner(s)
   4.9.8. Designate a Campus Staff and/or Faculty Lead (optional)
      4.9.8.1. Step 4.15(a): Fill in First Name (optional)
      4.9.8.2. Fill in Last Name (optional)
   4.9.9. Select Focus Area
   4.9.10. Select Topic(s) (optional)
   4.9.11. Fill in Address Information (Address Line, City, Country, State/Province, and Zip Code) (optional)
   4.9.13. Click submit