

# Guidelines for Campus Users

## Purpose of CEPI

The University of Nebraska Omaha (UNO) values its reciprocal and mutually-beneficial relationship with its community partners. This [Community Engagement Partnership Initiative \(CEPI\)](#) (hereinafter referred to as “the tool”) tool collects and showcases partnerships, through individual projects that involve a community partner and campus partner.

## What qualifies as a community partner?

A community partner is an organization that collaborates with the UNO in carrying out mutually beneficial, community engagement projects. Community partners can be: nonprofits, K-12 schools, businesses, higher education institutions, and government agencies.

## What qualifies as a campus partner?

A campus partner is a unit or organization within UNO involved in carrying out projects that align with one or more focus areas.

## What qualifies as a project?

Community engagement projects include service learning, volunteerism, knowledge and resource sharing, engaged research, and community-based learning. Projects generally should meet the broadly defined goal of advancing the public good.

If you are unsure if your project qualifies for CEPI, please contact us through [partnerships@unomaha.edu](mailto:partnerships@unomaha.edu).

## Campus Users vs. Viewers

Campus users include UNO faculty and staff who enter partners and projects into the tool.

## Request a Campus User Account

UNO faculty and staff can request an individual account by filling out the [Campus Partner User Registration Form](#). At this time, CEPI does not use Single Sign On (SSO) as with other university programs. Please note that your campus user account must be activated through an approval process first.

While logged in, campus users have access to:

- [Search and Create a Project](#)
- [Edit Your Existing Projects](#)
- [Edit and Submit Project Drafts](#)
- [Register a Campus Partner](#)
- [Register a Community Partner](#)

## Viewers

Anyone at UNO or in the community who does not have a username and password. Viewers can access a series of public-facing maps and analytics (reports). Campus users have access to more in-depth reports and charts and analyses by logging into the tool.



## Important Guidelines for Campus Users

Because campus users have access to enter project and partner data they play a key role in creating and maintaining high quality and accurate data. For this reason, we ask all campus users to review the following guidelines when using the tool.

### Projects

#### Creating New Projects

For campus users

- From the “Projects” dropdown select [“Create Project”](#)
- Start by searching for the project to ensure it has not been entered
- Select “All” or the applicable academic year of the project
- If your project doesn’t appear in the results, click “Create New Project” to complete the project entry or save the project in your drafts
- Draft projects are accessible under the Projects dropdown, under [“My Drafts”](#)
- Do not include a year in the project title (academic year is automatically generated in the tool)
- Use a project name that is either official or recognizable by all campus and community partners involved in that project (helpful for community partners who view projects at the public level)
- Utilize the description field to include any additional or important information that does not fit in project form fields provided (for search purposes)

#### Editing Projects

For campus users

- From the “Projects” dropdown select [“My Projects”](#)
- Find the project you wish to edit by using the search bar OR sorting by the columns
- Expand the project information using the indicator
- Scroll down and select “Edit”

#### Delete Projects

For campus users

- To delete a project, please email the tool administrator at [partnerships@unomaha.edu](mailto:partnerships@unomaha.edu)

## Options for Entering Projects

Campus users have the option to enter projects individually (recommended) and may also request support through the following:

- In general, campus users may request support through a designated CEPI Graduate Assistant (GA) in the Office of Academic Affairs.
- Campus users with a project that is also associated with a confirmed event or meeting in the Barbara Weitz Community Engagement Center (CEC) may request support through Robyn Loos at [rloos@unomaha.edu](mailto:rloos@unomaha.edu).

## Community and Campus Partners

#### Registering New Community Partners

For campus users and viewers

- From the [“Partners”](#) page select [“Register Community Partner”](#)
- Search for the partner to ensure the organization has not already been entered
- Use the organizations full/official name



- Example: Omaha Public Library
  - Example: Blackburn Elementary School, Omaha Public Schools
- Do not include “The” at the beginning of a community partner’s name (for search purposes)
- Unless a user is entering a community partner associated with a school district, the City of Omaha, and the Omaha Public Library please use the overarching organization’s name for the community partner. The tool is not created to recognize sub-initiatives, centers, programs, etc., as unique community partners. This information can be added in the project description or through the project location.
  - Example: The International Center of the Heartland is identified as the community partner “Lutheran Family Services”. Please use the project description field to identify sub-initiatives/programs like the International Center of the Heartland.

### **Registering New Campus Partners**

For campus users and viewers

- From the “[Partners](#)” page select “[Register Campus Partner](#)”
- Use the official department or campus organization and include the acronym after the full name if applicable
  - Example: Support and Training for the Evaluation of Programs (STEPs)
  - Example: Biology
  - Example: English
- Do not include the following when naming a new campus partner
  - Major, Minor, and Department of (for search purposes)
  - “The” at the beginning of a campus partner name (for search purposes)
  - College name (automatically connected by the tool)

For questions about existing community and campus partners already in CEPI, please email [partnerships@unomaha.edu](mailto:partnerships@unomaha.edu).