



IGN Alumni Portal User's Guide

Product Version 1.12



Harmonia Holdings Group, LLC • 2020 Kraft Drive • Suite 2400 • Blacksburg VA 24060

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Getting Started

What is the Alumni Portal?

The ILEA Alumni Portal is a website accessible by anyone with a valid ILEA Global Network (IGN) account. The layout is similar to the ILEA web pages - the Alumni Portal homepage is a dashboard that shows snippets of these areas:

- [Directors' Blog](#) – The directors of the ILEAs and RTC share this blog, with each director contributing to it a few times over the year
- [Resource Library](#) – Upload resources such as articles, audio/video, case studies, and so on, to share with other users
- [Photo Albums](#) – Participant/Alumni users can view class photos for the courses they have taken; Administrators can upload photos and view photo albums for all courses
- [Discussion Board](#) – An open forum for discussion and comment
- [Newsletters](#) – Current and past ILEA newsletters
- [Events](#) – View and add upcoming events

Each area listed above also appears in the banner (top section of the page). Click an item in the banner to open a full page for that item. You can also follow links on the homepage to more information.

In addition, the Alumni Portal provides a link to submit a Success Story. This opens the Success Story form in the IGN.

Language Support

The Alumni Portal is available in English, French, Portuguese, Spanish, and Thai. Select a language from the dropdown above the banner in the top left corner on any page.



The default language is English. If you select another language for viewing, items available in the selected language are displayed. English versions appear for items that do not have translations to your selected language.

Links to IGN and ILEA Websites

The ILEA logos at the top of the Alumni Portal homepage are links to the six ILEA websites. Just click a logo to go there. The IGN link is in the banner area on every page.

Log In to Alumni Portal

Your IGN username and password are also your Alumni Portal credentials. Use these to log in when you open the Alumni Portal.

I forgot my password! What do I do?

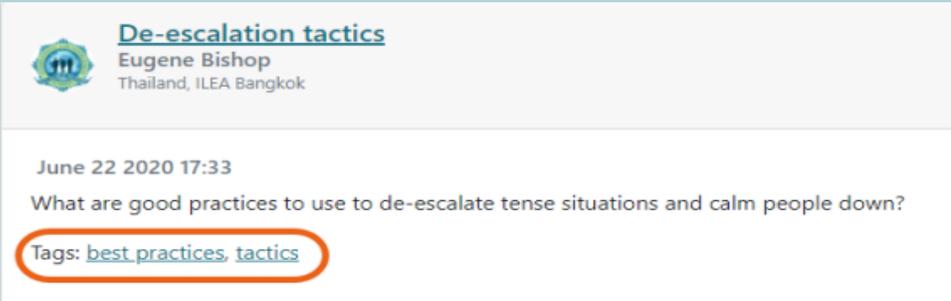
Go to the IGN site at <https://ilea.state.gov> and follow the link for 'Forgot password' on the login page.

Single Sign On

The Alumni Portal, IGN, and ILEA sites share a single sign on process. This means that if you log into the Alumni Portal and then click a link to an ILEA site or the IGN, you are logged into that site automatically. Likewise, if you opened the Alumni Portal from a logged-in session in IGN or ILEA site, there is no need to log into Alumni Portal again.

Common Features and Terms

Feature or Component	Description
Banner	<p>The area at the top of the Alumni Portal window that is present on every page. The banner contains:</p> <ul style="list-style-type: none"> • Link to the homepage (click 'Alumni Portal' or the logo at top left) • Links to each area of the portal described above • Submit a Success Story (link opens New Success Story page in IGN application) • Search, which can be used to search the entire site • Logout button
ILEA Links	<p>Logos for each ILEA web site appear near the top of the homepage. The logos are links to the ILEA web sites. Single Sign On automatically logs you into the ILEA site if you are already logged into the Alumni Portal.</p>

Feature or Component	Description
Search the Alumni Portal	<p>Enter a word or phrase to search for in the search box, and press Enter. The site is searched for any matching titles, tags, and content that contain your search text. Use a plus sign (+) between words to find words that appear together, such as <i>immigration+policy</i>. The results are displayed on a Search Results page.</p> 
Tags	<p>Blue underlined text items in Tags (keywords) are links you can select to search for other items with the same tags. This makes it easy to find related items.</p> <p>Tags may be present on blog posts, discussion board items, resources in the library, and other items.</p> 

Directors' Blog

Each ILEA director will add blog posts to the Directors' Blog a few times per year. Select **Directors' Blog** in the banner to open the list of all blog posts.

Directors' Blog Page

This page contains a list of all blog posts. Each post shows the blog's author, blog post title, and date followed by a snippet of the text. To read the full post, select the title or the [Read More](#) link.

If a blog post has been tagged with keywords, the keywords are links that appear just below the blog date. Select any keyword link to find other posts or resources that share that keyword.

Blog Comments

All users may add comments on a blog post if comments are enabled.

1. On the **Directors' Blog** page, select a blog title to open the blog post.
2. Scroll to the end of the blog post.
3. Enter your text in the **Comments** box. If there is not a Comments box, this feature is not enabled for this blog post.

Tip! Double-check your comment text. Proofread for clarity, spelling, and grammar. Once it's submitted, the comment is published to the Alumni Portal immediately.

4. Select [Submit Comment](#) to post your comment.

New comments are not permitted if the message 'Comments have been disabled for this content' appears below all the comments.

Reply to Another User's Comment

If another user has commented on the blog post, you can reply to that comment. Select the [Reply](#) button next to the other user's name and enter your comment text in the comment box below the other user's text.

Resource Library

The Resource Library is a place where ILEA alumni and staff can share knowledge and best practices. Shared items can include documents, video, policies, surveys, links to other web pages, and more. Browse materials by category or use search features to find items of interest.

All alumni can [upload](#) resources to share on this site.

Finding Resources

- **Search by Keyword:** In the *Search Resource Library by Keyword* box, type a word (or words) and press Enter or select the Search button. The search looks at resource titles, descriptions, tags (keywords), and content to find items matching your search word(s).
- **Browse by Category:** Select any category to view a list of resources in that category.
- **Search by Language:** Select a language to get a list of resources available in that language.

Tip! Select a keyword link in the *Tags* section of any resource, [blog post](#), or [discussion board](#) item to find other items tagged with the same keyword.

Uploading Resources

This section specifically addresses the upload process for Participant/Alumni users of the Alumni Portal. These users can submit items to the Resource Library, but an administrator must approve the items before they will be available to other users on the Alumni Portal.

Administrators: For non-participant user roles, the process is mostly the same, but there are additional options in the upload form. Please refer to the *ILEA Sites and Alumni Portal Admin Guide* document for more information.

Before Uploading

In the upload process, you will complete a form with information about the item you are adding to the Resource Library.

Prepare by knowing:

- where the source file or website is located
- a description of the item
- what category the item fits in (see categories on the Resource Library page)

- if there are related materials (such as web pages) you want to link to the item
- if there is already another language translation of the item in the library

When an item has been uploaded and published to the Resource Library, a short version of it appears in lists (such as a list of all resources, or list of items with the same tag). The title of the item is a link to the full content.



Uploading to Add an Item to the Resource Library

1. Select **Resource Library** from the banner or the [See More Resources](#) link on the homepage.
2. Select [Upload a Resource](#). This opens the Upload form in a new tab in your browser.
3. Complete the upload form:
 - Enter the item's **Title**. This title will appear as a heading for the item in the Resource Library, and it is required.
 - **Content Localization** is set to English (en-US) by default. Select a different language-culture if applicable.
 - Enter a **Brief Description** of the item. This should be a one-to-two sentence summary of the item's content, up to 250 characters, and is a required field. Do not just repeat the title - the description appears in addition to the title in the Resource Library, and should be used to give readers more information about what the item contains.
 - Choose the **Resource Type** (category) for the item.
 - Add the resource:
 - a. For a resource file, choose [Add](#). This opens the [Media Library](#), where you can choose an existing item from your folder or select [Import](#) to bring in a new item. If this is the first time you are uploading a resource, see [Adding Your Folder in the Media Library](#). Allowed file type extensions are jpg, jpeg, gif, png, txt, doc, docx, xls, xlsx, pdf, ppt, pptx, pps, odt, ods, odp, and zip. File size limit is 25MB.
 - b. For a resource website, paste the address in the **URL** field.
 - **Usage Rights** - choose the response that best answers the question "Do we have rights to include this resource on this web portal as indicated by the source website's terms of use, copyright, etc.?" If you are not sure, choose 'Don't Know.'
 - **Recommended Materials** (optional) - if there are related materials, select Recommended Materials and either paste the web address(es) or the text of the material. You can do this for up to four related sites / texts.

- **Tags** (optional) - enter a few keywords or phrases, separated by commas. Tags help other users find items in the library by searching for keywords.
 - Select the **Language** of the resource. If another translation of the resource is available, upload it separately as another resource. An administrator can add links to connect the different language versions of the item.
4. Choose **Submit**. This saves the item and makes it available for an administrator to review. If approved, the administrator can then publish the item to the Resource Library.

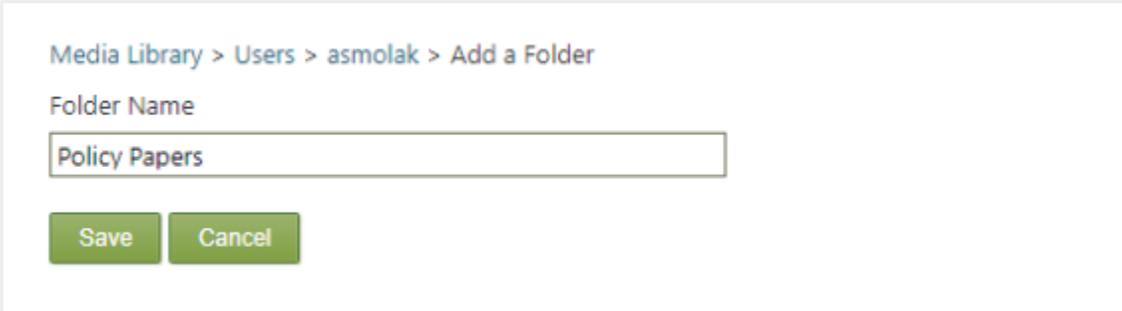
After submitting the item, the Alumni Portal returns to the Resource Library page. You should see a message that the item has been saved, and that an Approver will review it.

Two browser tabs will be open at this point, you can close either one.

Adding Your Folder in the Media Library

The first time you upload a resource, the Alumni Portal media library opens to an empty window. Follow these steps to create your own folder and import items to it.

1. Select **Create Folder** in the top left corner of the page.
2. You'll see a window like the one shown below, that indicates where the folder will be (*Media Library > Users > <your_username>*). This folder will be available to you and Alumni Portal system administrators. Enter a folder name and select **Save**.



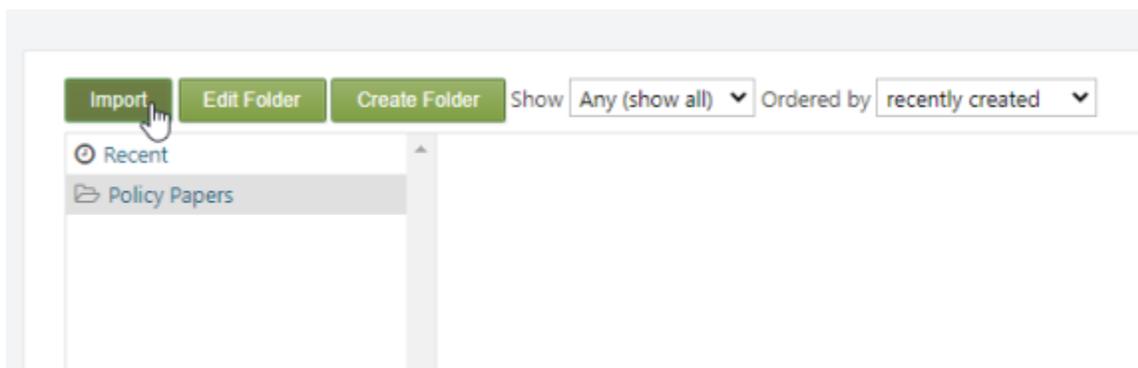
Media Library > Users > asmolak > Add a Folder

Folder Name

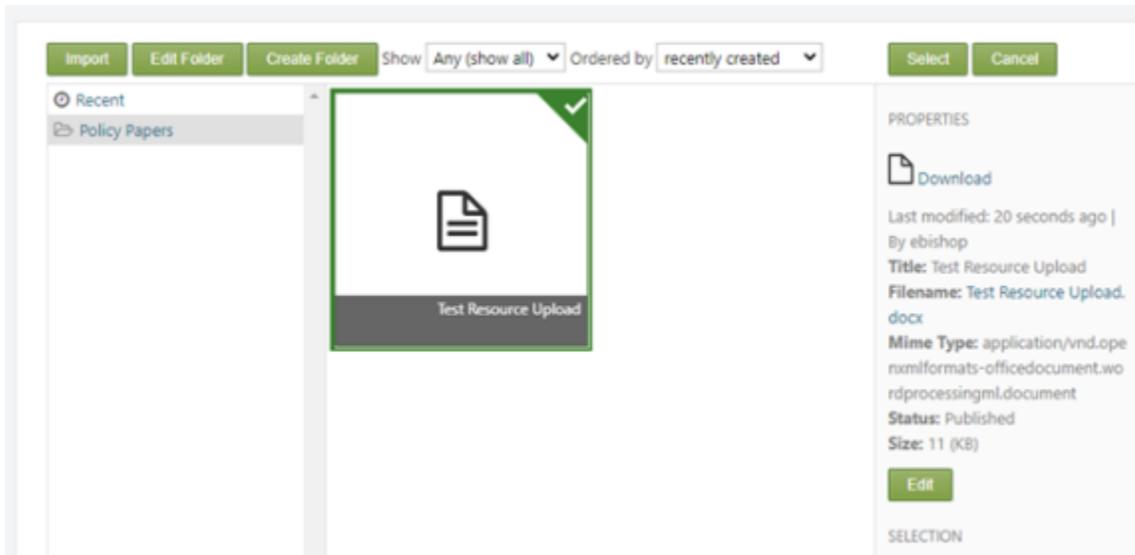
Policy Papers

Save Cancel

3. Click on the new folder to select it, and then choose **Import**. You can click in the window to browse, or drag or paste an item here.



4. After importing the item, choose **Close** in the upper right corner. This returns to your folder.
5. In your folder, click the item to select it (this places a green checkmark on the thumbnail icon, see the image below) and then choose **Select**.



The next time you add a resource, the Media Library shows Recent items and the folder you created. You can create additional folders, or import more items to the same folder.

Photo Albums

Participant/Alumni users can view photos related to courses they have enrolled in on the **Photo Albums** page. Use the ILEA filter at the top of the Photo Albums page to see only the albums associated with a selected ILEA.

A few of the most recent albums also appear as tiles on the homepage. Select [See More Albums](#) for all photo albums related to your courses.

1. From the homepage or the **Photo Albums** page, select a thumbnail photo, album title, or [View Album](#) to open an album. When opened, each photo appears as a thumbnail, or small image.



2. Select a photo to see a larger size slide show view.
3. Use the arrow buttons at the far left and far right in the slide show view or press the left and right arrow keys on the keyboard to move through the images. If you don't see the arrows, click the large photo to make the arrow buttons appear.
4. Press the Esc key on the keyboard, or click in an empty space or the **X** in the upper right of the window to exit the slide show.

Discussion Board

All Alumni Portal users can start a new discussion and comment on discussion posts. On the homepage, the most recent discussion posts appear as tiles, with a small amount of text displayed. Select the title of any discussion to open it.

Find an Existing Discussion

Filter by Theme: Choose one or more themes to filter the list on, and select [Search](#). Alumni Portal finds any discussion that has any of the themes you select. Select [Clear](#) to remove all theme filters and return to the full list.

Keyword Search: Select a keyword link in the Tags section of any [resource](#), discussion board post, blog post, or photo album item to find other items with the same keyword.

Comment on a Discussion

Any user can comment on a discussion, if comments are enabled. Comments are typically allowed up to 3 months after the original post.

From the homepage or on the discussion board, select the title of a discussion to open it. If there are any existing comments, they appear below the original discussion post.

To comment on the original discussion, enter your comment in the **Comment** field, and select [Submit Comment](#).

If you are responding to someone else's comment, choose [Reply](#) above that person's comment. This opens a new **Comment** field, where you can enter your response and then select [Submit Comment](#). These are referred to as 'threaded' comments, and may not be allowed in all discussions.

New comments are not permitted if the message 'Comments have been disabled for this content' appears below all the comments.

Start a New Discussion

On the homepage or on the Discussion Board page, choose [Post a new discussion](#). This opens a new tab in your browser, with a form for creating the new discussion.

Participant/Alumni Users

1. **Title** - enter a short title in the **Title** field at the top of the page. Title is required, and appears as a heading at the top of your discussion post in the Alumni Portal.
2. **Discussion Board Topic** - enter the text of your discussion. Remember that all users will be able to view and comment on your discussion.

Tip! Double-check your discussion text. Proofread for clarity, spelling, and grammar. Once it's submitted, the discussion topic is published to the Alumni Portal immediately.

3. **Associated ILEA** - choose one or more ILEAs associated with this discussion.
4. **Theme** - select one or more themes that describe your discussion topic.
5. **Tags** (Optional) - enter keywords that relate to your discussion, with each word or phrase separated by a comma. Tags help other users find information by keyword.
6. Select **Submit**. The post is published to the Alumni Portal and visible to other users.
7. Select **Go Back** in the top left part of the window to return to the Alumni Portal site. At this point you will have two browser tabs open; you can close either one.

On the Discussion Board page, your new post appears with your name, sponsor country, and ILEA shown below the discussion title.

Administrators (non-participant users)

When non-participant users select **Post a new discussion**, the form opens as described above. However, there are additional selections available for administrators, such as choosing whether to allow comments on the discussion, and allowing threaded comments (a user commenting on another user's comment). See the *ILEA Sites and Alumni Portal Admin Guide* for more information.

Newsletters

On the homepage, a small tile shows a snippet of the most recent newsletter. Select the [Read More](#) link to see full text of a newsletter, or [See More Newsletters](#) to view a list of all newsletters.

The Newsletters page is a list of all posted newsletters. All users can read newsletters for all ILEAs.

Filter Options

To narrow down the list of newsletters, select an ILEA and/or a starting and ending date range in the filter options and choose [Search](#). Choose [Clear](#) to remove filters and return to the full list.

Archived (older) newsletters are not listed by default. Select **Include Archived** in the filter area to see older newsletters.

Events

Events are ILEA member events - all Alumni Portal users can add events and view all events.

On the Alumni Portal homepage, and on the **Events** page, future events are shown as tiles and ordered by date (newest to oldest). Select the [Read More](#) link to view the full description of an event.

Filter Options

Use the Filter Options at the top of the page to view events for one or more selected ILEAs, themes, or within a specified date range. You can select multiple filters, for example: ILEA Bangkok with theme Community Policing that occur between October 1 and November 1, 2021.

Select [Search](#) to apply the filter, select [Clear](#) to remove all filters.

If no filter is applied, all events for the current and future dates are shown.

Create an Event

1. On the Events page, select [Add a New Event](#). This opens a New Event form.
2. **Content Localization**: This is the language this event will appear in. It defaults to English (en-US); other selections are Spanish (es-ES), French (fr-FR), Portuguese (pt-PT), and Thai (th-TH).
3. Enter a short **Title** for the event. This title appears on the homepage and the events page on the tile for the event.
4. Enter a **Description** of the event. Users see the description after selecting the [Read More](#) link for an event.
5. **Location**: This is a free text field, not a dropdown list, so you are not limited to any pre-defined location.
6. **Start Date** and **End Date**: Select the event's start date from the calendar pop-up, and enter the starting time. When a date is selected, it appears in western date format, **mm/dd/yyyy**. Then select the event's ending date and time. The start date is used in the Alumni Portal to sort events in date order.
7. **Associated ILEA**: Choose one or more ILEAs to associate with the event.
8. **Theme**: select one or more themes that describe the event.
9. [Submit](#) the event. The new event is immediately added to the Alumni Portal and is viewable by all users.

An example of a completed form is shown below. Select **Go Back** (at the top of the left pane) to return to the Alumni Portal site.

Fields marked with (*) are required.

After the event is submitted, it will appear on the Member Events list for other users to view.

Title *

Cybercrimes class meetup

A short, descriptive title for this Member Event is required. (max 250 characters)

Content Localization

This is the en-US variation of the content

Description *

Meeting and discussion for alumni of Bangkok cybercrimes course.

Enter a description for this event. (max 2000 characters)

Location *

Bangkok ILEA, Room 320

Enter the location of this event. (max 250 characters)

Start Date *

12/1/2020 06:00 PM

Enter the date this event will take place.

End Date

12/1/2020 10:00 PM

Enter the date and time that this event will end.

Associated ILEA *

- Bangkok
- Budapest
- Gaborone
- Roswell
- San Salvador
- West Africa RTC

Choose one or more ILEAs that the event is associated with.

Theme

- Advanced Courses
- Anti-Corruption
- Border security
- Combating Violent Extremism/Preventing Violent Extremism
- Community Policing
- Counter-narcotics
- Cybercrime
- Emergency Medical
- Environmental Crime
- Financial Crime and Anti Money Laundering
- Force on Force
- Gender Based Violence
- Hate Crimes
- Human Rights
- Intellectual Property
- Leadership
- Minority Rights and Vulnerable Populations
- Networking
- Protection Detail

Searching the Alumni Portal

In the search box at the top of any page, enter a word or phrase to search for, then press Enter. The site is searched for any matching titles, tags, and content that contain your search text. Use a plus sign (+) between words to find words that appear together, such as *immigration+policy*. The results are displayed on the Search Results page.



To clear search text, click the **X** in the search box.

Another way to find items in the Alumni Portal is to click a [tag](#), or keyword. This finds other items (discussions, blog posts, and resources) that have the same tag.

Search Results Page

Results are shown in a list, including the title, description, and tags for the item. Each item has an icon that represents what type of item was found.

Icon or Image	Item Type
Director Image or Name	Directors' Blog post
Newsletter Image or IGN logo	Newsletter (IGN logo appears if there is no image for the newsletter)
	Discussion Board Post
	Resource Library item
	Event icon (the icon shows the event's start date)

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