

Intranet user guide





In partnership with our digital agency Onespacemedia, we are delighted to reveal the new brand, logo, website and intranet for the Cambridge Science Park.

We've made a number of improvements to the website, and as part of that, there are a few changes to the way our membership features work. We've put together some light instructions on how to access the website's "intranet" - where you can continue to post your news, jobs and events.

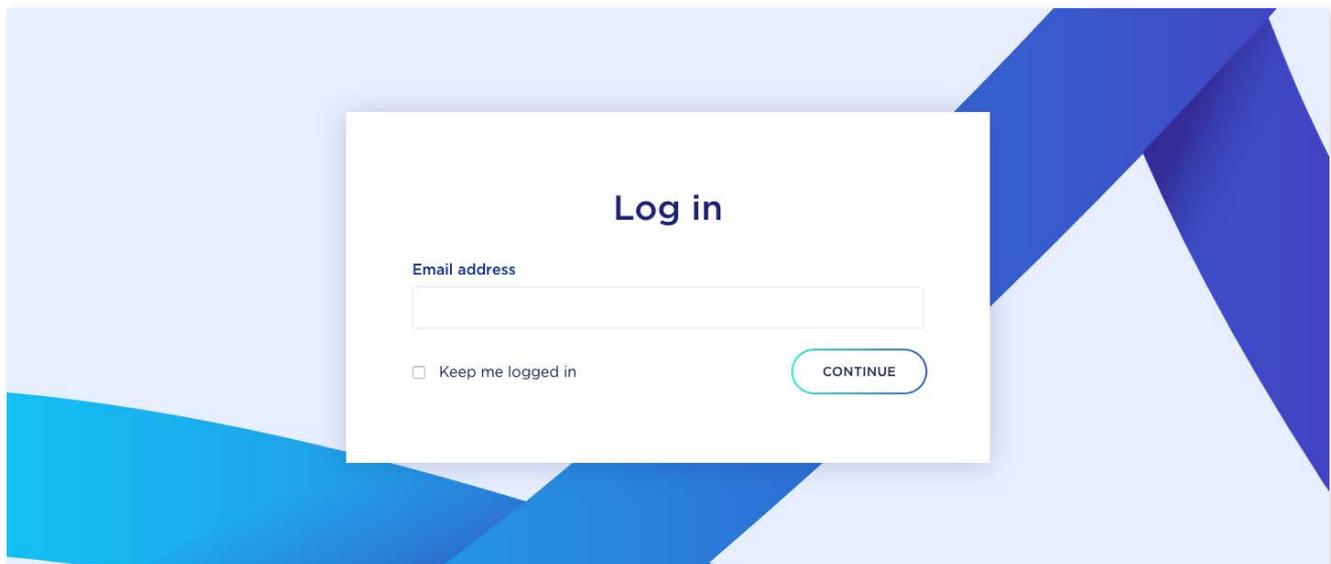
WWW.CAMBRIDGESCIENCEPARK.CO.UK/LOGIN

Logging in for the first time

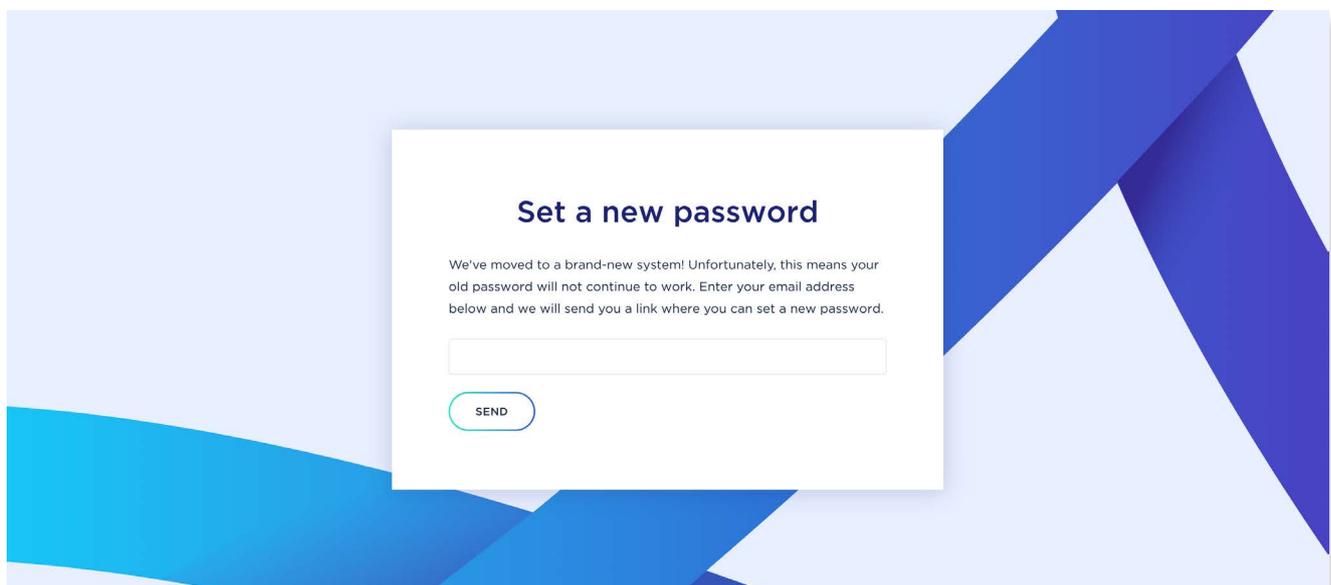
First, hit the “Log in” button on the top right of the new site.



At the next screen, you will be prompted to enter your email address.

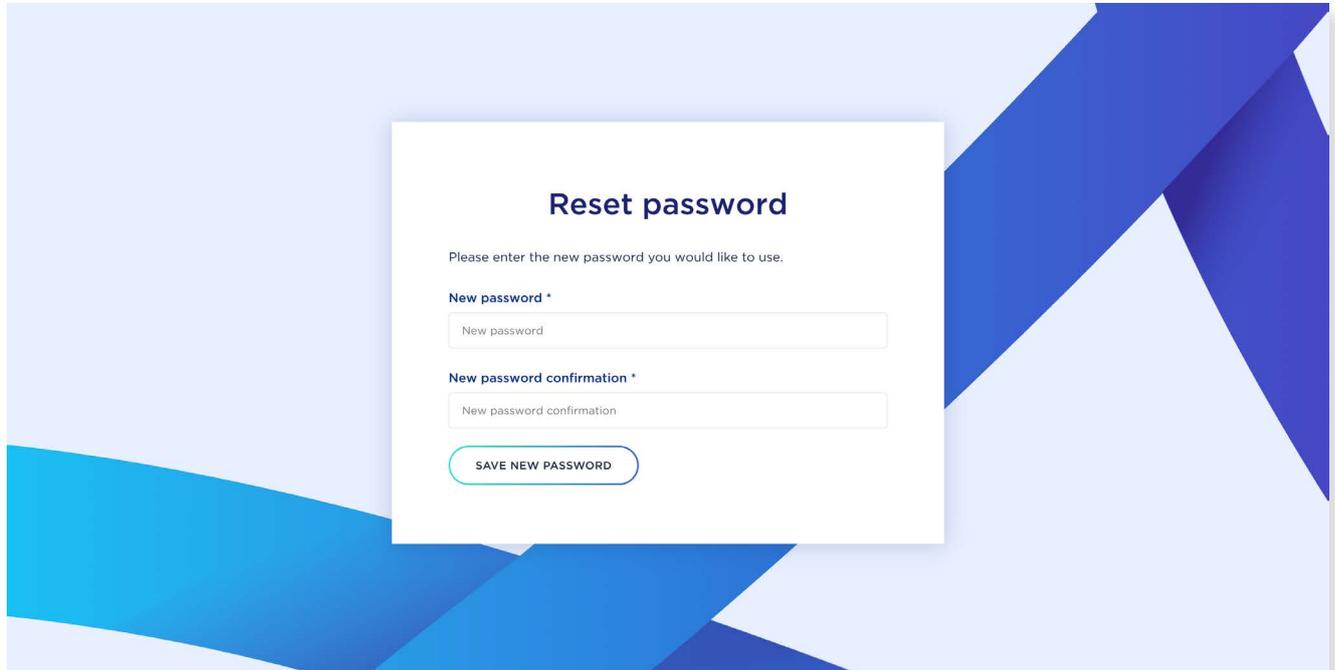


Under normal circumstances, after hitting “Continue”, you would next be prompted to enter your password. However, on first login, as part of the website’s relaunch, you will be prompted to reset your password.



Your email address will be pre-filled. Hit “Send” and follow the instructions in the email that you receive shortly afterwards. Once you have chosen your new password, you will be able to log in normally using that password in the future.

Note that some minimal password security standards are enforced; all passwords must be at least 8 characters long, contain both a lower case and an uppercase letter, and contain a number.



Once you have logged in, the “Log in” button in the top right will be replaced with “My Park”, which will open a menu where you can manage your news, events and jobs information.



Adding content

The “News articles”, “Job opportunities” and “Events” links will take you to a list of these items that have been either written by you - or someone in or assigned to your organisation. You can click through to view or update any of your existing items, or you can add a new one by hitting the button in the top right.



When you save a news article, job or event (hereafter, we'll use “article” to refer to these interchangeably), you will be given two choices for saving it:



- **“This isn't ready for moderation”** will save as a draft. No notifications will be sent, and site administrators will know not to review or edit it. You can revisit this and update it prior to it going online.
- **“I'd like this to go public”** will queue it for publication. A CSP site administrator will be notified by email and your article will be reviewed and approved by a human. This will put your article live.

This applies to editing existing articles too. A side-effect of this is that if you edit an existing article that has already been approved, it will be taken offline temporarily while your changes are re-reviewed. This means that if your account is compromised, your articles cannot be vandalised without approval of an administrator (who will have the option of reverting it back to an earlier version if necessary).