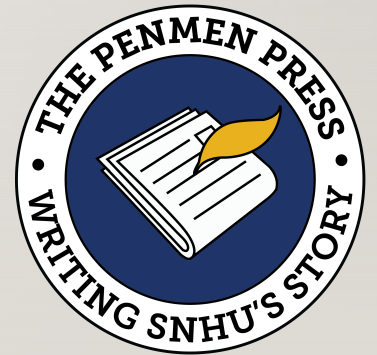


PENMEN PRESS ONLINE TRAINING

FALL 2021

RYAN BARRETT - ONLINE MANAGER



MEET YOUR ONLINE MANAGER



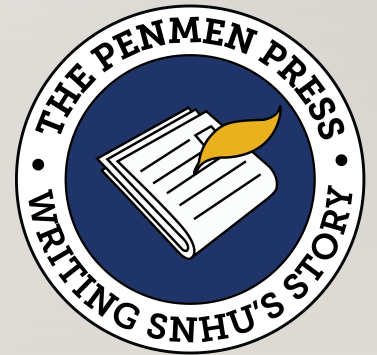
- Ryan Barrett
- Class of 2022
- Information Technology B.S. Major (School of Business Program)
- What do I do in OSI & On Campus
 - Office of Student Involvement Suite Staff
 - Student Government Association - President
 - Penmen Press - Online Manager
- State of New Hampshire Notary Public

CONTACT INFORMATION

- Email: ryan.barrett3@snhu.edu
- Slack and Microsoft Teams
- Office Hours:
 - Student Center Room 115: Fridays 12 PM – 1 PM
 - One on Ones (Monday - Wednesday & Friday & Saturday)
 - calendly.com/ryan-barrett3/30min

WEBSITE DO'S AND DON'TS

- Log Ins - How do they work?
- Save Often
- Acceptable Use Policy



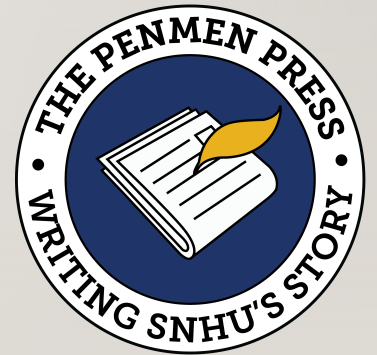
TEAMS



-
- Post responsibly
 - SNHU Use Policy
 - Responsible employees of the SNHU Community
 - RAs
 - Some OSI Staff
 - Advisor (JB)

WEBSITE PERMISSIONS

- Layout Team: View all articles
- Photo Team: Add articles and captions
- Copy Editor Team: Can edit articles
- Writer: Create and edit their own articles
- Having access problems?: Enter a Help Ticket (More on that later)



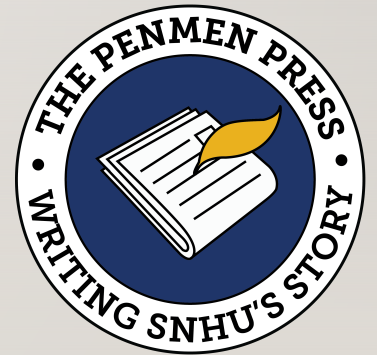
POSTS

- How to Start and Finish them?
- Social Media
- Attach Photos and Captions
- SAVE OFTEN



WHAT CAN I DO TO HELP YOU

- Reset your password
- Website help
- Slack help
- Photo galleries
- Access help
- And Much More!



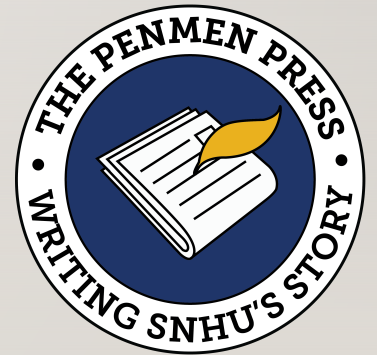
TEAM WEB PORTAL

- penmenpress.com/backoffice → Click on Team Web on the Left
- What you will find
 - Help Desk
 - Knowledge Base
 - System Status
 - Team Web Contact Information



TRAINING PORTAL

- penmenpress.com/backoffice → Click on Training on the Left
- What you will find
 - Archives of Past Training Resources
 - Current Resources
 - Current Sessions being offered



OTHER GREAT RESOURCES

Your Editors!
&
Your Managers!

