

# PENMEN PRESS ONLINE TRAINING

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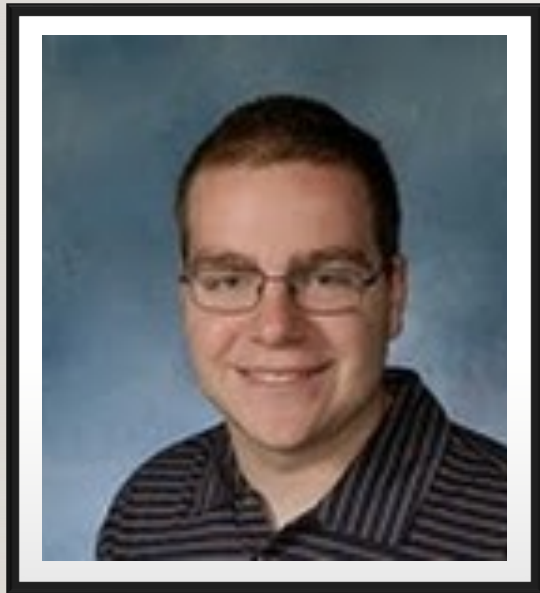
FALL 2022

RYAN BARRETT - ONLINE MANAGER



# MEET YOUR ONLINE MANAGER

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

# CONTACT INFORMATION

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- Email: [ryan.barrett3@snhu.edu](mailto:ryan.barrett3@snhu.edu)
- Microsoft Teams
- Office Hours:
  - Student Center Room 115: Monday-Wednesday (When door is open)
    - Penmen Press Office Hour Wednesdays 1:00pm-2:00pm
  - One on Ones (Monday - Wednesday & Friday & Saturday)
    - [calendly.com/ryan-barrett3/30min](https://calendly.com/ryan-barrett3/30min)

# WEBSITE DO'S AND DON'TS

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



# TEAMS



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

# WEBSITE PERMISSIONS

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- 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

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



# WHAT CAN I DO TO HELP YOU

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





# TEAM WEB PORTAL

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- [penmenpress.com/backoffice](https://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

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- [penmenpress.com/backoffice](https://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

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Your Editors!  
&  
Your Managers!

