

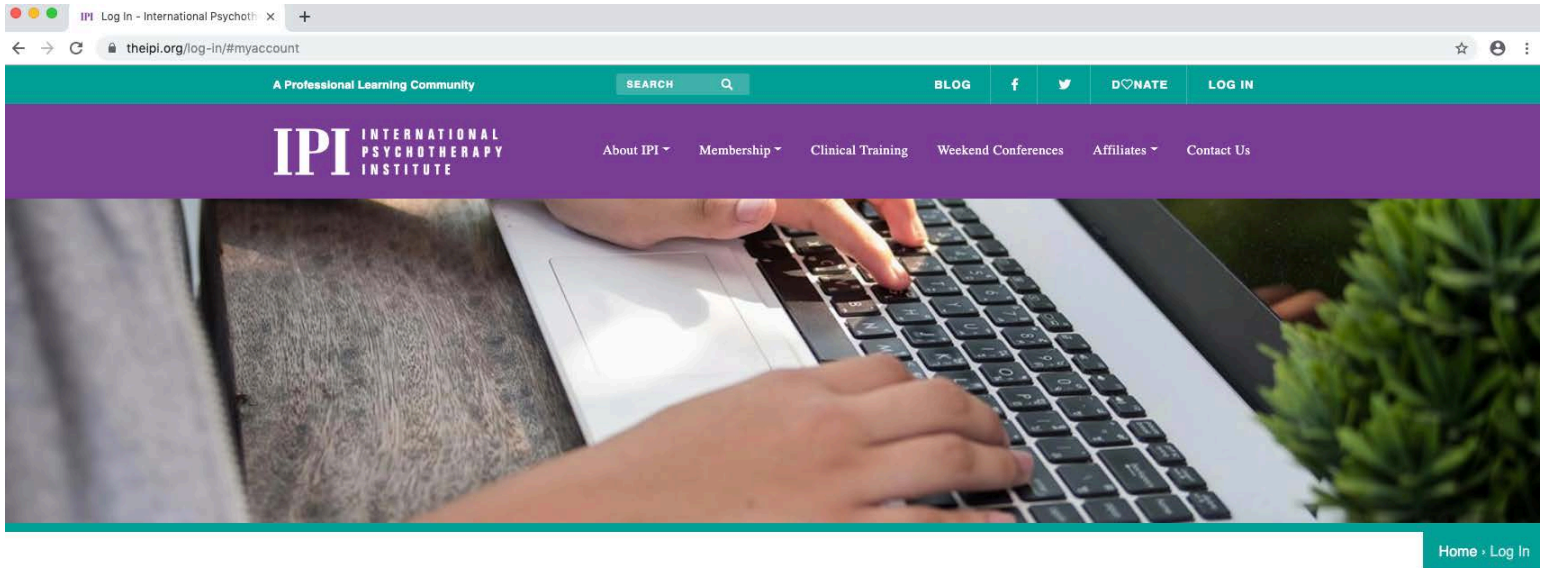
## Adding Minutes and other files to the Faculty Section of the Webpage

First, make sure your document is complete and save it as a PDF file. In Word, you can go to Save As and select PDF as the format instead of docx (make sure you know where you saved it to on your computer)

Login to the IPI website with your email address and password

(login is in the top right corner in the blue/green bar)

(you can reset your password on the login page)



## Log In

Sign In  
with your email and password.

Email

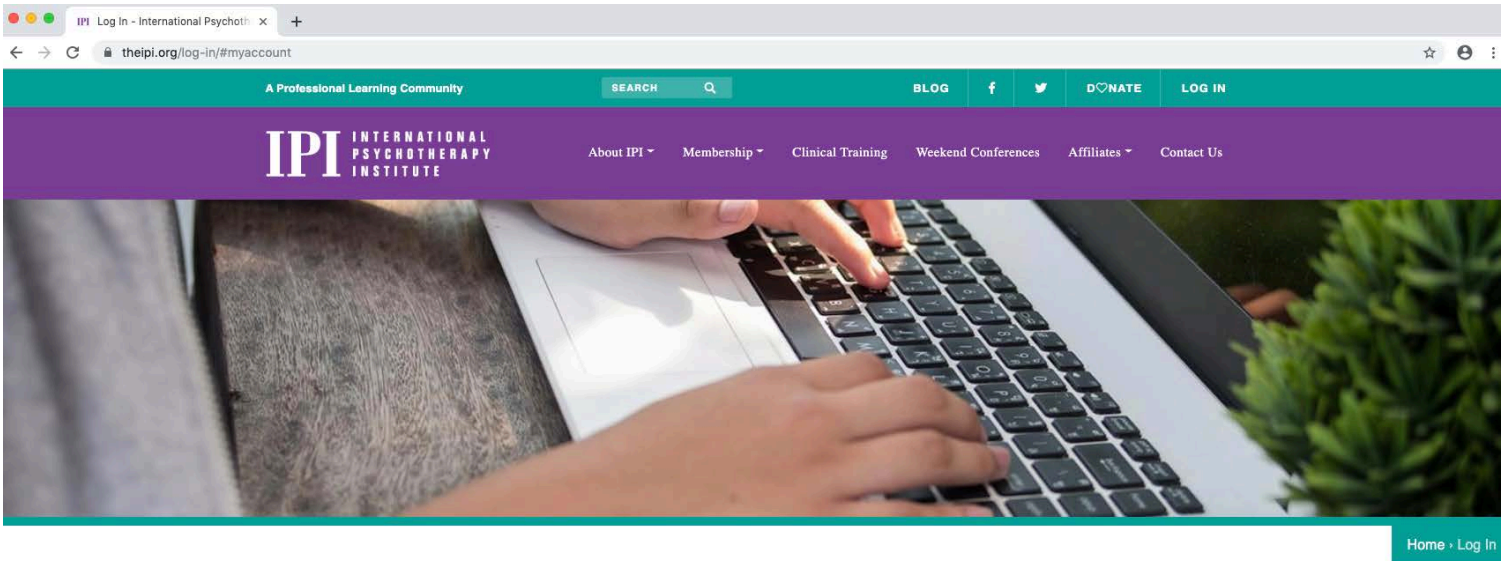
Password

Request Password  
We will email you a new password so you can access your account.

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Once you've logged in, your profile information will show up.



## Log In

[About](#) [Profile](#) [Additional](#) [Sign Out](#)

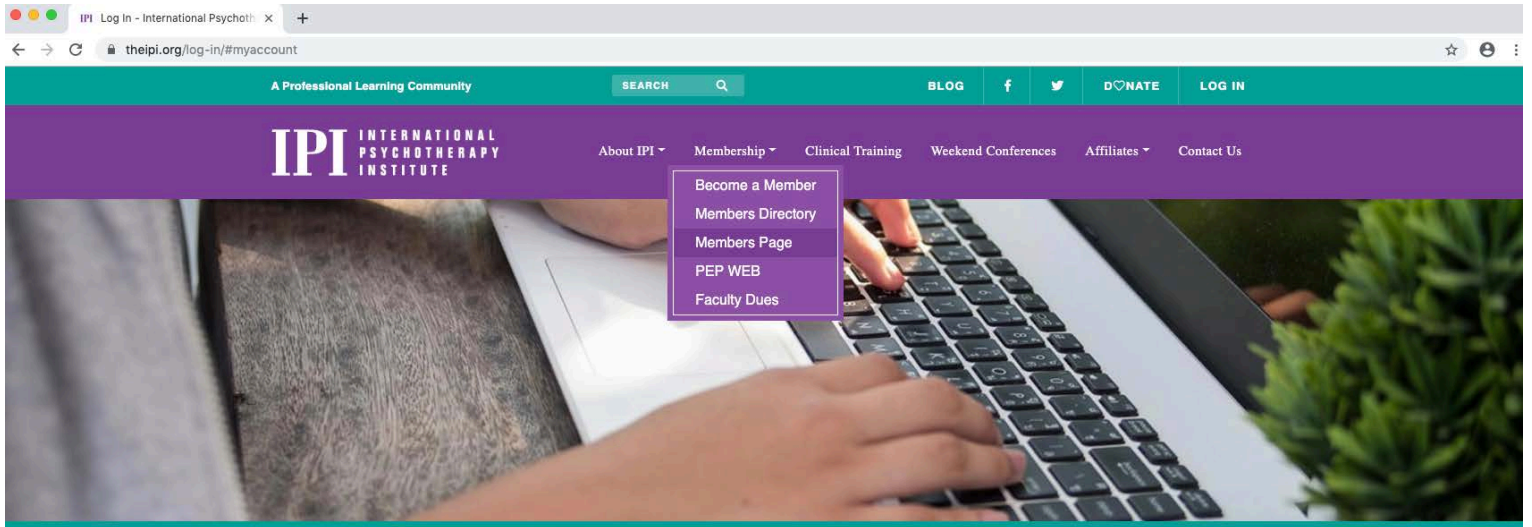
Name	<input type="text" value="Melonie Bell"/>
Credentials	<input type="text" value="Digital Content Manager"/>
Address	<input type="text"/>
	<small>City, state/province, postal code</small>
Email	<input type="text" value="meloniebell@theipi.org"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Website	<input type="text"/>
Password	<a href="#">Change</a>

### FACULTY COMP

Non-paying Faculty Member

Go back up to the top of the page and click on the Membership menu (in the purple bar) Select Members Page in the middle of the drop down menu

- If you don't see Members Page as an option, you're not signed in



[Home](#) · [Log In](#)

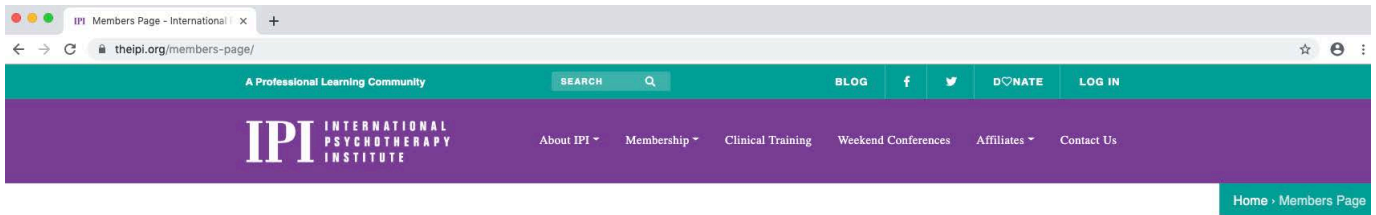
## Log In

[About](#) [Profile](#) [Additional](#) [Sign Out](#)

Name	<input type="text" value="Melonie Bell"/>
Credentials	<input type="text" value="Digital Content Manager"/>
Address	<input type="text"/>
	<small>City, state/province, postal code</small>
Email	<input type="text" value="meloniebell@theipi.org"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Website	<input type="text"/>
Password	<input type="text"/> <a href="#">Change</a>

When you go to Members Page, you should see a list of document links separated by Committee

- If you don't see this full list, you are not marked as faculty in the website. Please contact Anna to be added to the faculty folder.



## Members Page

Welcome to the members page. Here you can find documents, meeting minutes, and more.

### Member Documents

- [Faculty Application](#)

### IIPT documents

- [IIPT Prerequisites](#)

### Faculty Development

- [Minutes May 2015](#)
- [Minutes July 2015](#)
- [Minutes January 2016](#)
- [Minutes March 2016](#)
- [Minutes May 2016](#)
- [Minutes August 2018](#)
- [Minutes September 2018](#)
- [Minutes October 2018](#)
- [Minutes November 2018](#)
- [Minutes January 2019](#)
- [Minutes February 2019](#)
- [Minutes April 2019](#)
- [Minutes May 2019](#)
- [Minutes June 2019](#)
- [Minutes June 2019](#)

### Ethics

- [Minutes March 2015](#)
- [Minutes June 2015](#)
- [Minutes September 2015](#)
- [Minutes October 2015](#)

To add a document, scroll to the bottom of the page and click on the button that reads

## ADD A DOCUMENT

- [Minutes April 2016](#)
- [Minutes May 2016](#)
- [Minutes July 2016](#)
- [Minutes October 2016](#)
- [Minutes December 2016](#)
- [Minutes March 2017](#)
- [Minutes May 2017](#)
- [Minutes August 2017](#)
- [Minutes October 2017](#)
- [Minutes November 2017](#)
- [Minutes March 2018](#)

### Marketing & Outreach

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### Steering Committee

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- [Minutes February 2015](#)
- [Minutes March 2015](#)
- [Minutes April 2015](#)

### Diversity Committee

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- [Mission Statement](#)

[ADD A DOCUMENT →](#)

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On the new page that shows up "Add Member Document" scroll to the bottom and click the purple ADD ROW

64			<b>Steering-4815.pdf</b> File name: <a href="#">Steering-4815.pdf</a> File size: 57 KB
65	Diversity Committee	Mission Statement	<b>Diversity Mission</b> File name: <a href="#">Diversity-Mission.pdf</a> File size: 42 KB
66	Faculty Development	Minutes February 2019	<b>FDC-Minutes-February-2019.docx</b> File name: <a href="#">FDC-Minutes-February-2019.docx</a> File size: 123 KB
67	Faculty Development	Minutes April 2019	<b>April-4-2019-FDC-Meeting-Minutes.docx</b> File name: <a href="#">April-4-2019-FDC-Meeting-Minutes.docx</a> File size: 133 KB
68	Faculty Development	Minutes May 2019	<b>May-16-2019-2-FDC-Minutes.docx</b> File name: <a href="#">May-16-2019-2-FDC-Minutes.docx</a> File size: 15 KB
69	Faculty Development	Minutes June 2019	<b>June-2019-FDC-Minutes.pdf</b> File name: <a href="#">June-2019-FDC-Minutes.pdf</a> File size: 46 KB
70	Faculty Development	Minutes June 2019	<b>June-2019-FDC-Minutes-1.pdf</b> File name: <a href="#">June-2019-FDC-Minutes-1.pdf</a> File size: 46 KB

[ADD ROW](#)

[UPDATE](#)

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[CONTACT US](#)

You are now ready to upload your document. Click Choose File and you will see a dialogue box open with the files on your computer. Make sure you select the correct PDF file to add.

The screenshot shows a web browser window with the URL [theipi.org/members-page/add-member-document/](http://theipi.org/members-page/add-member-document/). A file explorer dialog is open, showing a folder named "Steering" containing several PDF files, including "Steering\_11SEPT2019.pdf". The background shows a table with rows for "Faculty Development" and "Steering Committee", each with a "Choose File" button and a "No file chosen" status. There are "UPDATE" and "ADD ROW" buttons at the bottom of the table.







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The file you chose will show up in the third (last) column. Now select the appropriate committee in the dropdown on the first column, and give your document a name in the second column. When you are satisfied, click the purple UPDATE button to save your document

theipi.org/members-page/add-member-document/

65			 File name: <a href="#">Diversity-Mission.pdf</a> File size: 42 KB
66	Faculty Development	Minutes February 2019	 FDC-Minutes-February-2019.docx File name: <a href="#">FDC-Minutes-February-2019.docx</a> File size: 123 KB
67	Faculty Development	Minutes April 2019	 April-4-2019-FDC-Meeting-Minutes.docx File name: <a href="#">April-4-2019-FDC-Meeting-Minutes.docx</a> File size: 133 KB
68	Faculty Development	Minutes May 2019	 May-16-2019-2-FDC-Minutes.docx File name: <a href="#">May-16-2019-2-FDC-Minutes.docx</a> File size: 15 KB
69	Faculty Development	Minutes June 2019	 June-2019-FDC-Minutes.pdf File name: <a href="#">June-2019-FDC-Minutes.pdf</a> File size: 46 KB
70	Faculty Development	Minutes June 2019	 June-2019-FDC-Minutes-1.pdf File name: <a href="#">June-2019-FDC-Minutes-1.pdf</a> File size: 46 KB
71	Steering Committee	Minutes September 2019	<input type="button" value="Choose File"/> Steering_11SEPT2019.pdf

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Click on Membership and then Members Page in the top purple bar, the new document you added should appear in the Committee that you chose to add it to.

- [Minutes July 2016](#)
- [Minutes October 2016](#)
- [Minutes December 2016](#)
- [Minutes March 2017](#)
- [Minutes May 2017](#)
- [Minutes August 2017](#)
- [Minutes October 2017](#)
- [Minutes November 2017](#)
- [Minutes March 2018](#)

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#### **Marketing & Outreach**

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#### **Steering Committee**

- [Minutes February 2015](#)
- [Minutes March 2015](#)
- [Minutes April 2015](#)
- [Minutes September 2019](#)

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#### **Diversity Committee**

- [Mission Statement](#)

Contact Melonie: [meloniebell@theipi.org](mailto:meloniebell@theipi.org) or 316-207-5464 if you run into any problems