



How to become a Contributor to the ‘Veteran Employment Leading Practices Tools for Engaging Talent’ Website

How to create an account:

1. Click on ‘Contribute Knowledge’ link located in the footer of the Toolkit website.
2. Under the ‘Register’ heading please complete the form with your first name, last name, company, desired username and email address.
3. Click ‘Submit’
4. Your password will be sent to the email address you provided-make sure to check your junk mail box if you do not see the email in your inbox. The email will appear to come from Syracuse University.
5. Follow the link provided in the email to return to the login page.
6. Use provided password along with the username you chose to log in to the site.

How to upload a document:

1. Click on the ‘Contribute Knowledge’ button in the footer of the Toolkit website.
2. Once you have logged in for the first time, a red highlighted message will appear at the top of the page allowing you to change your password, if desired.
3. In the left hand navigation, click on the ‘Articles’ button.
4. After clicking the ‘Articles’ button, you will see the option to ‘Add New’, click on that option.
5. On this page, you will be able to insert your resource data. Please fill out at least the title and resource information (including either body copy or link, or both, if needed).
6. Feel free to fill out the optional fields (ie. Focus Keyword, Meta Description).
Otherwise: Administrators of the site will fill in the remaining fields before posting.
7. When you have finished inserting your content, you have two options in the upper right hand column:





FAQ

- a. 'Save Draft' allows you to save your work, as is, without submission to site administration for review. Choosing this option allows you to return to the site to refine your submission at another point in time before submission.
- b. 'Submit for review': Once you are confident in the information you have provided, this option will submit your content for review by site administration where it will either be posted or you will be contacted for further information, if needed.

If you have any questions about this process, feel free to email: contact@getskillstowork.org

Thank you for you choosing to support the mission of getting America's Veterans into the workforce.



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and **MILITARY FAMILIES**
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