1. Login to the backend of the website.
2. If you start out viewing the published form of one of the webpages, simply proceed to the editing interface via the ‘Edit Page’ button in the toolbar along the top of the window (see Figure 1). If you start out viewing the editing interface proceed to step 3.
3. Proceed to the users menu following the ‘Users’ button in the left hand toolbar (See Figure 2).
4. Click the ‘Add New’ button next to the title of the page to add a new user (See Figure 3).
5. Scroll down past the option to ‘Add Existing User’ to reach ‘Add New User’.
   a. Fill in the username. The recommended user name is zzgrad<firstname><lastname> e.g. (zzgradbobloblaw for a student named Bob Loblaw).
   b. Fill in the institutional e-mail or other e-mail for the student.
   c. Under the dropdown menu entitled ‘Role’, select ‘Profile Student’.
   d. Check the Skip Confirmation Email button.
   e. Under the dropdown menu entitled ‘Other Roles’, select ‘Profile’.
   f. Once steps 5 a through 5e are completed, click the blue ‘Add New User’ button at the bottom of the page.
6. A message will appear at the top of the page stating ‘User has been added to your site. Edit User’ with ‘Edit User’ in blue as an active link. Click on ‘Edit User’ (Figure 5).
7. You may now fill out the fields under ‘General’ and ‘Contact’. Normally for students, fields under the other tabs are left blank. For students a few specific steps are required.
   a. On the General Tab, tick the box under Account Management that sets the User Category to Graduate Student.
   b. On the General Tab, fill out the student’s name and select an appropriate display choice for the ‘Display name publicly as’ dropdown menu.
   c. On the Contact Tab enter a general contact e-mail for the student’s home department to protect the student’s privacy.
   d. On the Contact Tab enter the student’s supervisor, position title (MSc Candidate or PhD candidate), and research area.
8. Push the blue ‘Update User’ button at the bottom of the page. You may now add the student to Directory flex sections on other webpages.
Figure 1 Proceed to the editing interface by clicking the edit page button.
Figure 2 Proceed to the user management screen by clicking the Users button in the left hand toolbar.
Figure 3 Click on the 'Add New' button to add a new user.
Figure 4 Create the new user by filling out the fields under ‘Add New user’ and clicking on the blue ‘Add New User’ button.
Figure 5 Follow the edit user link in the message that pops up at the top of the screen after adding the new user in order to populate the new profile with information.
Click the Graduate Student check box under Account management. To be honest, it probably does nothing. Best to click it in case a revision implements categories though.
<table>
<thead>
<tr>
<th>Display Email</th>
<th><a href="mailto:info@physics.umanitoba.ca">info@physics.umanitoba.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor (optional)</td>
<td>P. Supervisor</td>
</tr>
<tr>
<td>Research Area (optional)</td>
<td>Website Maintenance</td>
</tr>
</tbody>
</table>

Figure 7 Add an override e-mail to prevent the student's e-mail from being published. Add the student's supervisor and research area. Normally other information is left out for students for privacy considerations.