Managing People (for NIs)

Adding new members to the Forum

As a GlycoNet Network Investigator, you can request to add HQP that you supervise to the Forum.

You can also request to add other individuals, such as collaborators.

Once added, they will be able to manage their products and communicate with other Forum members, which will ultimately help with reporting requirements. HQP will also be able to apply for GlycoNet awards.

Keeping your relations and HQP up-to-date is extremely important. Please try to update your relations and HQP list each semester.

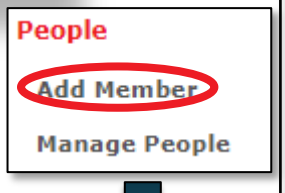
To submit a request to add a new member:

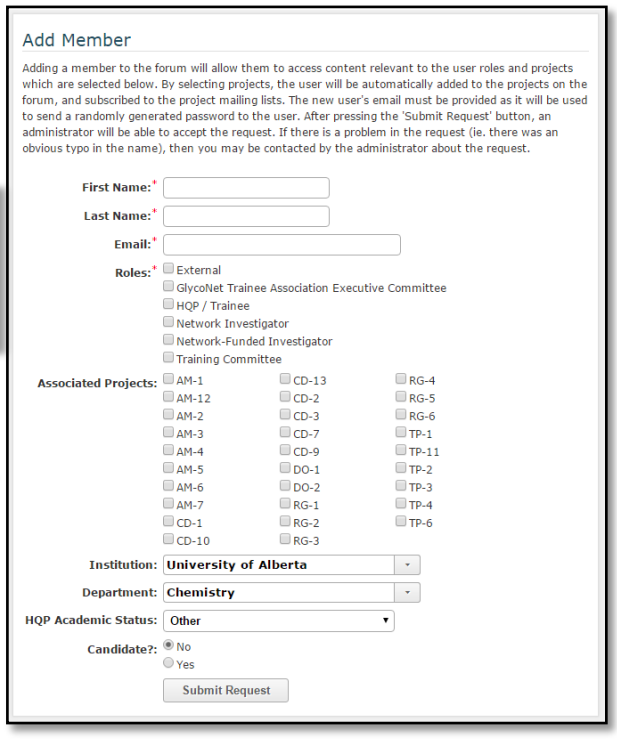
1. Use the “Search” box (top of the Forum page) to see if that person is already enrolled. If so, move on to the “Edit Roles” discussion on page 2.

2. Click on “Add Member” in the left sidebar.

3. Enter personal information about the new user into the boxes as requested. Members can also be added to specific projects using this menu. If you are adding a trainee who is not officially a member of the Network yet, select “Yes” under Candidate.

4. Click the “Submit Request” button to send the request to a GlycoNet administrator. Once approved, new users will receive an e-mail with instructions on how to access the Forum and change their password.





If you have any other questions about the Forum, please contact the GlycoNet Administrative Office (info@glyconet.ca) or David Turner (dwt@ualberta.ca).

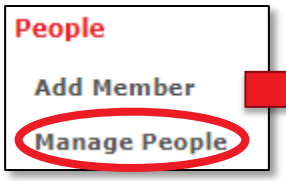
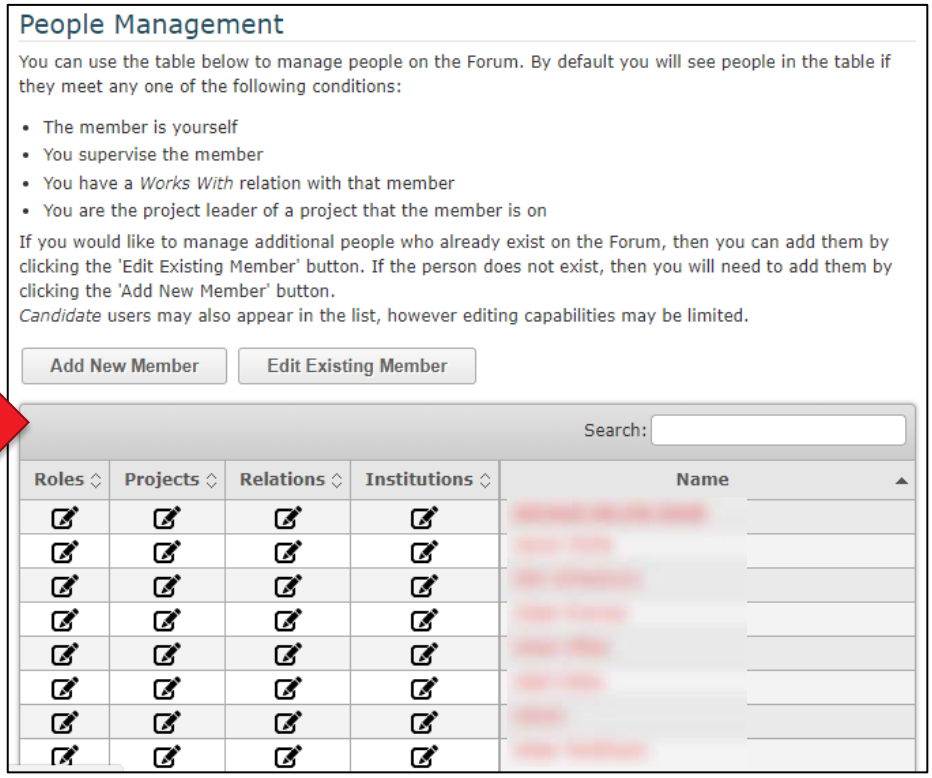
Editing existing Forum users

Who should be a Candidate?

When adding HQP to the Forum, supervisors are asked if the trainee should be a candidate or not.

Choose "**No**" if the trainee is working on a GlycoNet-funded project or is receiving GlycoNet funds in some other way.

Choose "**Yes**" if the trainee is not affiliated with GlycoNet, but would still like to receive GlycoNet updates and apply for awards.

To edit the role of someone already in the Forum:

1. Click "Manage People" in the left sidebar.
2. HQP that you currently supervise will be listed in the table, in addition to co-investigators (if you are a project leader).
3. Click on the Edit boxes in the Roles, Projects, Relations, and Institutions columns to specify the date and nature of each individual's project contributions.
4. If one of your HQP has been added to the Forum but is not listed in the table, click on the "Edit Existing Member" button and search for that person in the drop-down menu. If the person you are looking for still cannot be found, please contact GlycoNet Administrative Office (info@glyconet.ca).