

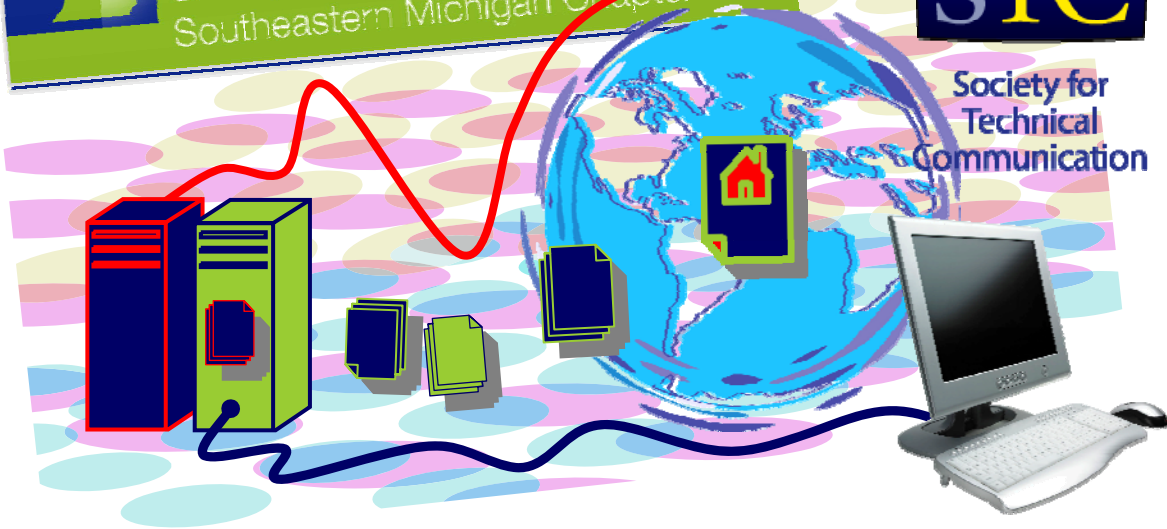
STC/SM Chapter Online Member Portfolio Service

version 1.0

STC



Society for
Technical
Communication





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Introduction

The STC/SM chapter is providing space through the chapter website to all of its members, primarily for the purpose of creating and maintaining an online portfolio for a professional job search. With STC/SM setting up and hosting a basic site, all you have to do is upload your resume and portfolio to get started. Where it goes from there is up to you, depending on your needs: you can upload text, photos, movies—whatever you think will best show off your skills to prospective employers.

Product Features FAQ

The following describes the essential features of the product-service in FAQ format.

Who Can Get Portfolio Space?

Portfolio space will be granted to all members in good standing, which means that STC membership and STC/SM chapter membership have been paid as of the time the request for portfolio space was made, verifiable from the current chapter roster from the Society. From time-to-time, on a case-by-case basis space may also be granted to non-members (e.g. if for an active volunteer or in the event of a lapsed membership). The STC/SM Webmaster will verify eligibility requirements before approving any portfolio space requests. The STC/SM Council approves special requests.

Do I Get an Email Account, & How Much Portfolio Space Do I Get?

Each chapter member receives access to 500 MB of space on the STC/SM Web server, a custom Web address for that space, and a matching email set up as a forwarder to your primary email account.

How Long will My Portfolio Remain Active?

Your web space will remain active for 6 months after it is activated. As long as you remain a paid member of STC and the STC/SM Chapter, you can extend the subscription in 6-month increments. Send the Webmaster an email requesting such an extension. Additionally, a grace period may be granted for lapsed memberships, but this will be reviewed on a case-by-case basis.

Who Can See Your Portfolio?

Your portfolio will not be public. It will be accessible by only those people to whom you give a URL. Additionally, the service includes basic security precautions: a user name and password is also required to access the URL to your site.

How Does a User Change the Password?

Send the Webmaster an email specifying the desired password change, which will be subsequently reviewed and changed accordingly. The service does not currently include functions for end-user password management.

How Do Users Use or Change the Default Portfolio Format?

You will need to obtain FTP client software to install on your PC. STC/SM recommends FileZilla. This will enable you to upload versions of your portfolio and resume, as well as make basic changes to the default Home Page. This service also provides an excellent opportunity to develop your site and Web design skills. You can develop web pages in any editor, and then upload versions as you deem necessary.

Terms & Conditions

Please remember that STC is a volunteer organization and the website is maintained by volunteers. We can continue to provide this free service only by your cooperation with these guidelines.

By using the portfolio service, you acknowledge that you have read the terms and conditions and agree to abide by these "Terms & Conditions", and hold STC/SM harmless.

1. Web space is provided as a service to STC/SM members as a presentation medium for their professional work as technical communicators. It is not intended as a personal file-sharing, file storage, social networking medium, or venue for running a personal business. In other words, if you would not share it with a prospective employer, please do not upload it to your portfolio space.
2. The STC/SM Webmaster will not monitor your site on a regular basis, but does reserve the right to access the site to ensure compliance with the Terms & Conditions. Additionally, STC/SM may take action accordingly, removing materials from the site that are deemed objectionable, or terminating the service.
3. Members are fully responsible for the content of their portfolios and all content accessible from the Web space. STC/SM will not verify the accuracy of any content, and is not responsible for any misrepresentation, including but not limited to: members' work samples, employment history, resumes, and personal information. STC/SM is providing Web space only, and not endorsing or recommending any portfolio owner as a candidate for employment. Clearances for the use of proprietary or copyrighted information are the sole responsibility of the portfolio owner.
4. STC/SM reserves the right to update these Terms & Conditions at any time.

Requesting Your STC/SM Portfolio

Send the STC/SM Webmaster an email to request Web space on the STC/SM Web server. The request signifies acceptance of the Terms & Conditions for use.

1. Send an email to the STC/SM Webmaster at < webmaster@stc-sm.org >, specifying the following information.
 - Your full, first and last name, along with your STC member number.
 - A custom address to use for your website and email addresses, if it differs from the recommended default format (of first initial of the first name and last name), e.g. < <http://www.jdoe.stc-sm.org/> > for a user named Jon Doe.
 - If you want an email forwarder mirroring your URL, the address of your primary email account, to use with the optional email forwarder feature, e.g. < jd@jdoe.stc-sm.org >, for Jon Doe.
 - Optionally, as attachments, your resume and/or portfolio, which will be put online and accessible upon activation of the site.
2. After ensuring that you are a member in good standing, the STC/SM Webmaster will activate your site, and send you a confirmation email providing you with the following information.
 - Your personalized website address, e.g. < <http://www.jdoe.stc-sm.org/> >.
 - The email address associated with your new Web address, e.g. < jd@jdoe.stc-sm.org >.
 - The login ID and password to use with FTP client software, such as the recommended, free FTP program FileZilla.
 - The login ID and password to use for logging in to the website.

Getting Started with Your Online Portfolio

Three general steps will help you get started using your online portfolio.

1. Accessing & Managing Site Files

To manage the files in your Web space, download FTP client software and access the site through that software.

Download the FTP Client Software

STC/SM supports FileZilla for uploading material to your portfolio site. If you don't already have it, go to < <http://filezilla-project.org/download.php> > and follow the instructions for downloading and installing this free software.

Access the Website Space Online

Once you install FileZilla, launch the software and create a new site to access your portfolio space:

1. Click on File > Site Manager.
2. Select "My Sites", and then click the "New Site" button,
3. In the entry box that is displayed under "My Sites," enter your user name (e.g. *JDoe*).
4. On the "General" tab to the right, enter "*ftp.jdoe.stc-sm.org*" in the "Host" field.
5. In the "Servertype" field, select *FTP - File Transfer Protocol*.
6. In the "Logontype" field, select *Normal*.
7. In the "User" field, type your domain name without the leading "www" (e.g. *jdoe.stc-sm.org*).
8. In the "Password" field, enter the password provided by the STC/SM webmaster (e.g., *jdoe*).
9. Click the "Connect" button. The software redraws, showing the default files on the site.

2. Using the Default Portfolio Format

Although you can format your portfolio site any way you want, STC/SM provides a default format. You can keep this or change it as necessary, modifying the website files the same way as with the portfolio and resume.

Uploading Files to the Web Space

The default format allows use of the service for those who don't want to do their own formatting, or who want to get started right away. This format will be customized with your name, and the links to the portfolio and result will also be customized as follows: < jdoe_resume.pdf > and < jdoe_portfolio.pdf >.

In addition, note the following about modifying the default format.

- To make changes to files you have uploaded, simply upload the newer versions and overwrite the old ones.
- To delete files that you have uploaded, right-click on the file name "Remote Site" side of the window and select "Delete" from the pop-up menu.
- For more details about using Filezilla, please refer to the program's online help.

Uploading Files to the Web Space

Once you are connected to your portfolio space, you upload a resume and portfolio.

1. In the "Local Site" side of the window (on the left), search your computer for the file that you want to upload.
2. Double-click on the file name or folder name to upload it. The file will appear in the "Remote Site" side of the window (on the right).

3. Accessing Your Website from a Browser

Because your site is private, anyone who wants to view it (including yourself) will need to provide a user name and password in order to see it. If you want others to be able to see your portfolio, give them this same user name and password.

1. When you enter your URL (e.g., <http://www.jdoe.stc-sm.org/>) into a browser, a window will pop up asking for your user name and password.
2. Enter the name (e.g. jdoe, not jdoe.stc-sm.org) and password provided by the STC/SM Webmaster, and then click OK.