

## Collab Browser Recommendations

UVaCollab is designed and tested for the latest browser versions available for these operating systems:

1. Windows: Firefox 2.x or greater; Internet Explorer 7 or greater
2. Macintosh: Firefox 2.x; there are known issues with Safari in UVaCollab. Mac users should use Firefox instead.

Using other browsers is possible, but your experience may be diminished when using browsers that do not support current web technologies.

## Initial Login to Collab

1. Once you receive an email from Collab letting you know you have been added to the site, you can login at: <https://collab.itc.virginia.edu/portal> (upper right corner)
  - If you are affiliated with U.Va., use your Netbadge login and password.
  - **IMPORTANT – For non-U.Va. users**
    - i. Go to the **Other Login** button. Use your whole email address as your user id (you should have received a temporary password from Collab)
    - ii. Once logged in, change your password in the **My Workspace** tab by clicking on **Account** and then **Modify Details**
    - iii. Click **Profile** (left toolbar)
      1. Click **Edit my Profile**
      2. Complete the required fields (name, email address)
      3. Save your entry
2. Once logged in, click on the orange **Science & Art** tab at the top of the page to access the site.

## Using the Sciart Collab Site

Introduce yourself and get started using the site

1. Click the **Science & Art** Tab (top)
2. Click **Profiles, Proposals and Discussions** (left toolbar)
3. Click **Profiles, Blogs**
4. You can click on other member profiles to see what they've posted and respond to their posts
5. Click **new topic** button (either one) to create your own profile
6. Subject: your name
7. Message body: your profile content
8. **Submit**

Post a proposal/search for a collaborator

1. Click **Proposal/ISO Collaborators**
2. Click **new topic** to create a new post
3. Subject: key word(s) to indicate nature of proposal

4. Message body: description of proposed project
5. **Submit**

Respond to someone's Profile or Proposal

1. Click on their posting
2. Click **post reply** and enter your message
3. **Submit**

If you get stuck or have trouble with the site, please feel free to email the site manager, Melissa Maki, at [maki@virginia.edu](mailto:maki@virginia.edu)