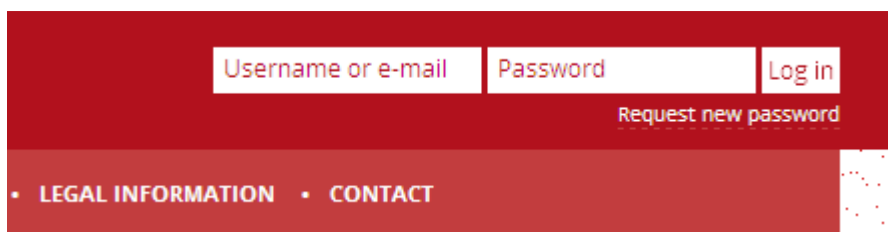


Please note that your basic information (Team and Personal) were already completed by the ENP team.

It is now up to you to update, correct and/or add information and picture(s).

1/ On www.paris-neuroscience.fr/en log into your account by filling the fields located just above the Footer on the homepage



A red rectangular box containing a login form. It has two input fields: "Username or e-mail" and "Password". To the right of the "Password" field is a "Log in" button. Below the "Password" field is a link that says "Request new password". At the bottom of the box, there are two links: "LEGAL INFORMATION" and "CONTACT".

NB: Write your SURNAME in capital letters followed by your Name, and enter your password.

Your password was automatically generated and sent to you by email.

2/ Once you are connected, click on « **My Account** » tab on the black menu bar located on the top left-side of the page.



3/ You are now on your personal page.

Please read and check carefully the information displayed.

If you need to correct and/or add contents, click on the « **Edit** » tab and enter into the Back Office.



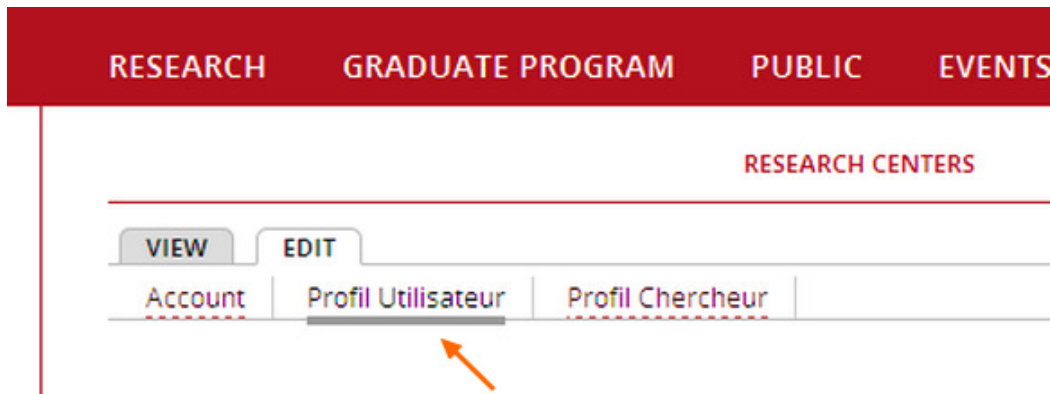
4/ You are now on your « **Account** » page ,where you can update the following fields :

- email address
- password
- set your preferred default language

A screenshot of a web page titled 'Account'. At the top, there are two tabs: 'VIEW' and 'EDIT'. Below the tabs, there are three sub-sections: 'Account', 'Profil Utilisateur', and 'Profil Chercheur'. The 'Account' section is active. It contains two main sections: 'Account information' and 'Language settings'.
Account information: This section has three input fields. The first is labeled 'E-MAIL ADDRESS: *' and is empty. The second is labeled 'PASSWORD:' and is empty. The third is labeled 'CONFIRM PASSWORD:' and is empty. To the right of these fields is a grey callout box with the text: 'To change the current user password, enter the new password in both fields.'
Language settings: This section has a label 'LANGUAGE:' followed by two radio button options: 'FRENCH (FRANÇAIS)' (which is selected) and 'ENGLISH'.
At the bottom left of the page, there is a green 'Save' button.

Don't forget to save your changes !

5/ Clicking on the « **Profil Utilisateur** » tab, you will be able to update the following fields



- Title (Mr/Mrs) - Surname - Name
- Birthdate (not displayed)
- Nationality (not displayed)
- Picture : upload a portrait of yourself (around 1 Mo for best quality)
- Personal website and – Google Scholar address

-By clicking on the « **Bio** » tab, on the left handside of the page under the « Picture » tab, a blank text field is meant for you to can copy/paste (striking elements of) your **CV**.

NB : Don't forget to **Save** the changes you made by clicking on the green button at the right handside of the page **before** clicking on the « Profil Chercheur » tab.

A screenshot of a user profile editing form. At the top, there are 'VIEW' and 'EDIT' tabs. Below them are three sub-tabs: 'Account', 'Profil Utilisateur', and 'Profil Chercheur'. The 'Profil Utilisateur' tab is active. The form is titled 'YOUR NAME'. It contains several fields: 'TITLE: *' with a dropdown menu showing 'Mr'; 'SURNAME: *' with an empty text box; 'NAME: *' with an empty text box; 'BIRTH DATE:' with an empty date picker; 'NATIONALITY:' with a dropdown menu showing '- None -'. Below these is a 'Picture' section with a checked checkbox 'I HEREBY AUTHORIZE ENP TO DISPLAY MY PICTURE ON THE ENP WEBSITE'. Underneath, there is a 'Bio' tab, a 'PICTURE:' label, a small portrait photo, and a 'Remove' button. At the bottom, there are 'WEBSITE:' and 'GOOGLE SCHOLAR ADDRESS:' fields. On the right side of the form, there is a green 'Save' button with an orange arrow pointing to it.

6/ Click on the « **Profil chercheur** » tab to update the following fields :

- Research theme brief description (200 characters max.)
- Accreditation to Supervise Research (HDR) : tick if you do have it
- Function : to choose from the pull-down menu
- Your related Doctoral School (if HDR and if any) : please type the first letters of the school and **wait** for the automated inputs to appear
- ENP status: to choose from the pull-down menu

When you are done, click again on the « **Save** » button.

Then click on the « **View** » tab to double check your Personal page.

RESEARCH CENTERS TEAMS **RESEARCHERS** ORGANIZATION ENP NEWSLETTERS PARTNERS

VIEW EDIT

Account Profil Utilisateur **Profil Chercheur**

Your Name

RESEARCH THEME:

Path: Words: 0

Disable rich-text

ACCREDITATION TO SUPERVIZE RESEARCH

FUNCTION: - None -

DOCTORAL SCH: - None -

ENP STATUS: Research Associate, Director, Associate Professor, Engineer, Technician, PostDoc

Save

7/ Then, by clicking on your team title, located on the left hand side of your page, you can go and view your **Team's page** information.

RESEARCH GRADUATE PROGRAM PUBLIC EVENTS **WHO ARE WE ?**

RESEARCH CENTERS TEAMS **RESEARCHERS**

VIEW EDIT

ENP Status: Website

Dernière mise à jour:

TEAM

LEADER:

RESEARCH THEME:

BIOGRAPHY/CV

8/ You are now on your Team Page.

Please read and check carefully the information displayed.

If you need to correct and/or add contents, click on the « **Edit** » tab and enter into the Back Office.

The screenshot shows a team page for 'PLASTICITY IN CORTICAL NETWORKS AND EPILEPSY'. At the top, there are navigation tabs: 'VIEW', 'BY TEAM', 'MEMBERS', and 'EDIT'. An orange arrow points to the 'EDIT' tab. Below the title, there is a 'LEADER' section with a profile picture of Jean-Christophe Doyé. To the left of the main content is a map of the research center location. The main content is divided into several sections: 'RESEARCH THEMES' with a detailed description of the team's work on GABAergic interneurons and epilepsy; 'PUBLICATIONS' with a list of recent papers; 'MEMBRES DE L'ÉQUIPE' with a list of team members; and 'LAB ROTATION' with a link to the lab's website.

9/ You will be able to update the following fields :

- 1 **Title** of your team
- 2 Main **field of research** : to choose from a pull down menu
- 3 **Research unit code** : please do not write your institutions here, only codes ; i.e. : U098 – UMR 099, or URA 29.
- 4 **Year** your team received the ENP label : to choose from a pull down menu
- 5 A summary of your **research theme** : to help fellow researchers, students and public know what you are currently working on

On the right-handside column, please update if needed the following fields :

- 6 Name of the hosting **research center** : please type the first letters of the center and **wait** for the automated input to appear. If your center is not in the list below, please contact ENP webmaster.
- 7 **Five keywords** : keywords will help us direct students and journalists to your team. Please translate chosen words to French if possible. NB : Press « Enter » on your keyboard after each word to separate them (no coma, no bullet point etc).
- 8 Leader and Co-leaders' names are **not editable** here : if there is any change in the leadership of your team please contact the webmaster and Mrs Hénin. Thank you.
- 9 Team's **website** address
- 10 Language : please **do not change** this setting.
If you update your information on the French version of the site, please type all along in French ; and if you update your information on the English version of the site, please type all along in English. Remember to **update both versions** and please avoid to paste English text on the French version of your page.

10/ In the second part of the central column, you will be able to update the fields of **Institutions**. Please check if your team is affiliated to the proper institutions.

- **Principal institution** : please type the first letters of the institution and **wait** for the automated input to appear.

- **Affiliated institutions** : please type the first letters of the institution and **wait** for the automated input to appear. If two or more affiliations please click « **Add** » in between.

- **University** : please type the first letters of the university hosting the doctoral school you are related to, and **wait** for the automated input to appear.

- **Doctoral School** : please type **ED** and **wait** for the automated inputs to appear and choose from. If your doctoral school does not appear on the list, please contact ENP webmaster and Mrs Hénin.

Institutions

PRINCIPAL INSTITUTION:

AFFILIATED INSTITUTIONS:
CNRS x Université Paris Descartes x

UNIVERSITY:

DOCTORAL SCHOOL:

11/ In the third part of the central column, you will be able to update the following fields :

A/ **Personal** :

1 **ENP students of your team** : please type the first letters of the student's name and **wait** for the automated input to appear

2 **Team members** (students, postdocs, researchers only) : Please type their SURNAME and Name, and press « Enter » to input another team member.

Personal

Laboratory

Publications

ENP Students:

TEAM MEMBERS:

B/ **Laboratory** :

1 Please type the first letters of the **name** of the laboratory that your team belongs to.

2 Please complete your finance and administrative contact information

The screenshot shows a web form with a sidebar on the left containing three tabs: 'Personal', 'Laboratory', and 'Publications'. The 'Laboratory' tab is selected. The main content area contains the following fields:

- NAME:** A text input field with a dropdown arrow on the right.
- Phone number:** A large text area containing:
 - DELETE
 - PHONE NUMBER:** A text input field.
 - FAX NUMBER:** A text input field.
- EMAIL:** A text input field.

C/ **Publications** : Please copy/paste here your 5 (max.) most recent and important publications.

The screenshot shows a web form with a sidebar on the left containing three tabs: 'Personal', 'Laboratory', and 'Publications'. The 'Publications' tab is selected. The main content area contains a rich-text editor with the following elements:

- PUBLICATIONS:** A heading above the editor.
- A toolbar with icons for bold (B), italic (I), list, link, unlink, image, quote, paste, print, and a 'Format' dropdown menu.
- A large text area with dashed borders for pasting text.
- At the bottom of the editor, it shows 'Path: p' and 'Words: 120'.
- A link labeled 'Disable rich-text' is visible at the bottom left of the editor area.

12/ « Save » by clicking on the button down the page and have a final look on the front-office by clicking on the **« View » tab** on top of the page.

For help please write to : enp@paris-neuroscience.com

Thank you for your participation !