



Campus Announcements

How to Create and Submit a Campus
Announcement



If you are a staff, faculty member or an official University Organization, you can submit a request for a Campus Announcement (bulletin). This video tutorial will show you how to create and submit an announcement.



Creating a Campus Announcement (bulletin)

Let's get started!



Go to my.UTEP.edu

The screenshot shows a web browser window with the URL <https://my.utep.edu/>. The page features a dark blue header with the **my UTEP** logo. Below the header, a large white text prompt reads "Sign in to view your finances, grades, classes, and more". A prominent orange "Sign In" button is centered on the page. To the right, there are three icons: a graduation cap, an envelope, and a document with a seal. Below these elements is a navigation bar with two tabs: "For Students" (selected) and "For Faculty & Staff".

For Students

- Goldmine
- Blackboard
- Moodle
- Student Mail

For Faculty & Staff

- UTEP Map
- Miner Metro GPS Tracker
- UTEP Directory

CAMPUS RESOURCES

- Athletics
- Bookstore
- Childcare
- Food Services
- Library
- Parking
- Student Sports Lottery

FINANCES

- Financial Aid
- Loans & Installment Plans
- Make a payment
- Miner Gold Card Office
- Money Matters (Financial Planning Guide)
- MyStatus
- Scholarships

ACADEMICS

- Academic Calendar
- Advising
- Class Search
- How to Order Transcripts
- Registration Dates & Info

EMPLOYMENT

- Career Center
- Career Planning Resources
- Internships
- Jobmine

Click “Sign In”

The image shows a browser window with the URL <https://my.utep.edu/>. The page features the my.UTEP logo at the top. Below the logo, a large white text prompt reads "Sign in to view your finances, grades, classes, and more". A prominent orange button labeled "Sign In" is centered on the page, with a blue arrow pointing to it from below. Underneath the "Sign In" button, there are two tabs: "For Students" (white background) and "For Faculty & Staff" (blue background). The "For Students" tab is active and displays four orange buttons with icons and text: "Goldmine" (shopping cart icon), "Blackboard" (Bb icon), "Moodle" (graduation cap icon), and "Student Mail" (envelope icon). To the right of these buttons, under the heading "CAMPUS RESOURCES", there is a list of links: Athletics, Bookstore, Childcare, Food Services, Library, Parking, and Student Sports Lottery.



Enter Your UTEP Login and Password

MY.UTEP.edu
THE UNIVERSITY OF TEXAS AT EL PASO

Welcome to **my utep**

in-house website, portal, connects
to all their online services in one
convenient location. Your UTEP account,
username and password, connects to your
Mail e-mail, WebCT, Goldmine,
Face, My Status and Wiki services.



Have easy access to different modules.



Online Services.



Access to enrollment information, class
schedule, academic calendar, and
announcements.



Access to multiple university systems for
faculty, staff and students

Sign in with your UTEP account

USERNAME:

paydirt

PASSWORD:

••••••••

Sign On

[Get your UTEP account here!](#)

[Change Password](#)

[Forgot your password?](#)

Unauthorized use of this system is prohibited. Usage may be
subject to security testing and monitoring. Misuse is subject to
criminal prosecution; and no expectation of privacy except as
otherwise provided by applicable privacy laws.

Use of this site is subject to UTEP's policies. Any use of this site
not covered by UTEP policy is prohibited.

The “Dashboard” page will appear

The screenshot shows the myUTEP dashboard interface. At the top, there is a navigation bar with the myUTEP logo, a user profile for 'Hi Pete', and a search icon. Below this is a 'Dashboard' header with a 'need a tour?' button and a 'CUSTOMIZE' dropdown. The main content area is divided into several sections:

- APPLICATIONS:** A grid of icons for various services including Digital Modules, Goldmine, Mine Tracker, Miner Gold Card, Miner Mall, Moodle, mSpace, MyApps, MyStatus, NBC Learn, Peoplesoft, Haven (Preventing Sexual Assault), Service Desk, Student Email, Student Notice of Awards, and Webmail. A 'Wiki' link is also present.
- ACCOUNT BALANCE:** A table showing account details.

Account Balance	\$0.00
Amount Due	\$0.00
Pete's Payment Options	
- GRADE POINT AVERAGE:** A table showing GPA information.

GPA	
Earned Credit Hours	
Transfer Credit Hours	
See Grades and Transcripts	
- CLASS SCHEDULE:** A section for the current date, 'FRIDAY 07/31/2015', showing a class at 11:40 - 1:40pm: MATH 1508 (Precalculus (C)) and LART 103. A 'See Classes' button is provided.

At the bottom, there is a search bar with the text 'Need help finding a portlet on this site?' and 'Search within myUTEP'. Below the search bar, there are three sections:

- Shots Fired:** Emergency safety videos with links to 'View Safety in the Workplace Video', 'View Safety in the Workplace Transcript', 'View Safety on Campus Video', and 'View Safety on Campus Transcript'.
- Vaccination Requirements:** New Vaccination Requirements for entering students. learn more >
- Flag Status:** The flags are not flying at half staff today.

Look for the
“Announcements”
portlet.

myUTEP | My Dashboard x
my.utep.edu/

my **UTEP** Hi Pete [CUSTOMIZE](#)

Dashboard [need a tour?](#)

APPLICATIONS

- Digital Measures
- Goldmine
- Mine Tracker
- Miner Gold Card
- Miner Mall
- Moodle
- mSpace
- MyApps
- MyStatus
- NBC Learn
- Peoplesoft
- Haven Preventing Sexual Assault
- Service Desk
- Student Email
- Student Notice of Awards
- Webmail

Wiki
Wiki

CLASS SCHEDULE

< FRIDAY 07/31/2015 >

11:40 - 1:40pm	MATH 1508	Precalculus (C)	LART 103
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[See Classes](#)

ACCOUNT BALANCE

Account Balance	\$0.00
Amount Due	\$0.00

Pete's Payment Options

GRADE POINT AVERAGE

GPA

Earned Credit Hours	
Transfer Credit Hours	

[See Grades and Transcripts](#)

Need help finding a portlet on this site?

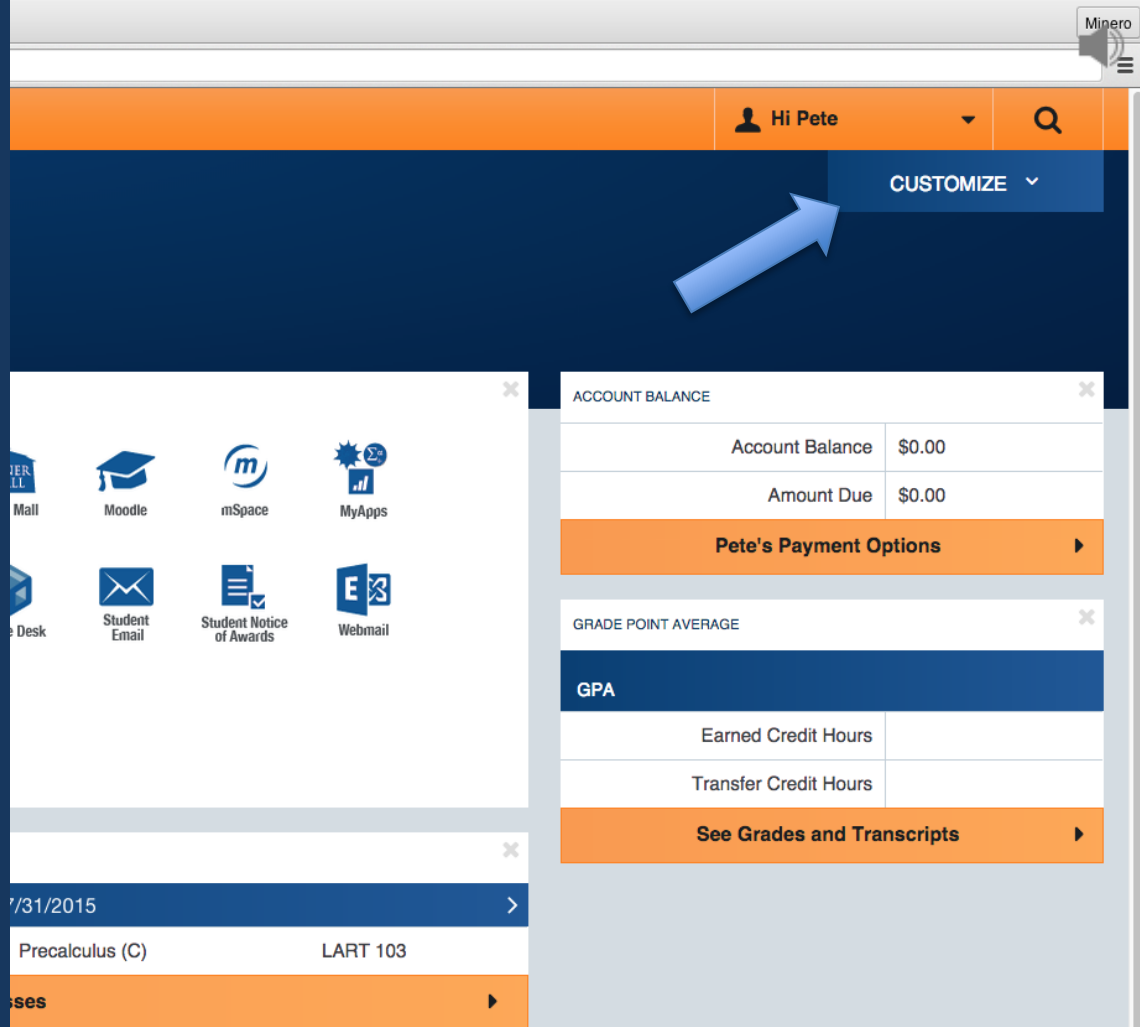
Shots Fired:
Emergency safety videos

- View Safety in the Workplace Video
- View Safety in the Workplace Transcript
- View Safety on Campus Video
- View Safety on Campus Transcript

Vaccination Requirements
New Vaccination Requirements for entering students. learn more >

Flag Status:
The flags are not flying at half staff today.

If you don't see it:
Click on the
"Customize" button



The screenshot shows a user interface for a student dashboard. At the top right, there is a user profile section with the text "Hi Pete" and a search icon. Below this, a dark blue navigation bar contains a "CUSTOMIZE" button with a downward arrow, which is highlighted by a large blue arrow pointing from the left. The main content area is divided into several sections:

- ACCOUNT BALANCE**: A table showing account details.

Account Balance	\$0.00
Amount Due	\$0.00

Pete's Payment Options
- GRADE POINT AVERAGE**: A section with a blue header "GPA" and a table showing credit hours.

Earned Credit Hours	
Transfer Credit Hours	

See Grades and Transcripts
- Applications**: A section with a blue header and a table showing course information.

Precalculus (C)	LART 103
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Applications

On the left side of the dashboard, there is a grid of application icons: Mail, Moodle, mSpace, MyApps, Student Desk, Student Email, Student Notice of Awards, and Webmail.

Select the
“Announcements”
checkbox

The screenshot shows a user dashboard for 'Pete'. At the top right, there is a user profile 'Hi Pete' and a search icon. Below this is a custom menu with several items: 'Announcements' (checked), 'Applications' (checked), 'Classifieds', 'Direct Deposit', and 'Pa...'. A blue arrow points to the 'Announcements' checkbox. Below the menu is a 'CUSTOMIZE' button. The dashboard features a grid of service icons: Miner Mall, Moodle, mSpace, MyApps, Service Desk, Student Email, Student Notice of Awards, and Webmail. On the right side, there are two summary widgets. The first is 'ACCOUNT BALANCE' with a table showing 'Account Balance' at \$0.00 and 'Amount Due' at \$0.00, followed by a 'Pete's Payment Options' button. The second is 'GRADE POINT AVERAGE' with a table showing 'GPA' and 'Earned Credit Hours', followed by a 'See Grades and Transcripts' button.

Hi Pete

- Announcements
- Applications
- Classifieds
- Direct Deposit
- Pa...

CUSTOMIZE ^

MINER MALL Moodle mSpace MyApps Service Desk Student Email Student Notice of Awards Webmail

ACCOUNT BALANCE

Account Balance	\$0.00
Amount Due	\$0.00

Pete's Payment Options

GRADE POINT AVERAGE

GPA	
Earned Credit Hours	
Transfer Credit Hours	

See Grades and Transcripts

The “Announcements” portlet will appear at the top of the dashboard.

The screenshot shows a web dashboard with a top navigation bar containing a search bar, user profile 'Hi Pete', and a search icon. Below the navigation bar is a settings area with several portlets: 'Account Balance' (checked), 'Classifieds' (checked), 'Pending Tasks' (checked), 'Announcements' (checked), 'Memorandum Appointment' (unchecked), and 'Student Photos' (unchecked). A 'CUSTOMIZE' button is located on the right side of this area. A large blue arrow points from the 'CUSTOMIZE' button down to the 'ANNOUNCEMENTS' portlet. The 'ANNOUNCEMENTS' portlet is a table with a search icon and a plus sign. The table contains the following data:

Title	Type
Pianist, Musicologist and Music Educator Dr. Robert Freeman to speak on campus	Campus
Make 2016 The Year of You	Training
50th Anniversary Celebration Game - STUDENT TICKETS AVAILABLE TODAY!!	Campus
Disciples on Campus Weekly Bible Talks	Campus
Friday Night Flick - Outdoor Movie on Centennial Plaza 1/29	Campus

At the bottom of the table, there is a pagination bar with numbers 1, 2, 3, 4, 5, ..., 10, and a 'View all Announcements' button with a right-pointing arrow.

To create a new
“Announcement”
(bulletin):

Click on the plus
sign”+” or “+ post new”
button.

The screenshot shows the myUTEP dashboard interface. At the top, there is a navigation bar with the myUTEP logo and a 'Dashboard' title. A 'need a tour?' button is located next to the title. Below the navigation bar, the 'ANNOUNCEMENTS' section is displayed. It features a '+ post new' button and a search box labeled 'Search Announcements'. A blue arrow points to the '+ post new' button. The announcements are listed in a table with columns for 'Title' and 'Type'. The table contains five rows of announcements, all with a 'General' type. Below the table, there is a pagination control showing '1 2 3' and a 'View all Announcements' button. The 'PENDING TASKS' section is shown below, with a table header for 'Task Name', 'Assigned Date', and 'Status'. The table contains one row with the text 'No Tasks Found.' and a 'See All Pending Tasks' button. The 'CLASSIFIEDS' section is at the bottom, featuring a '+ post new' button and a search box labeled 'Search Classifieds'. The table header for 'CLASSIFIEDS' includes columns for 'Description', 'Price', 'Originator', 'Date', and 'Category'.

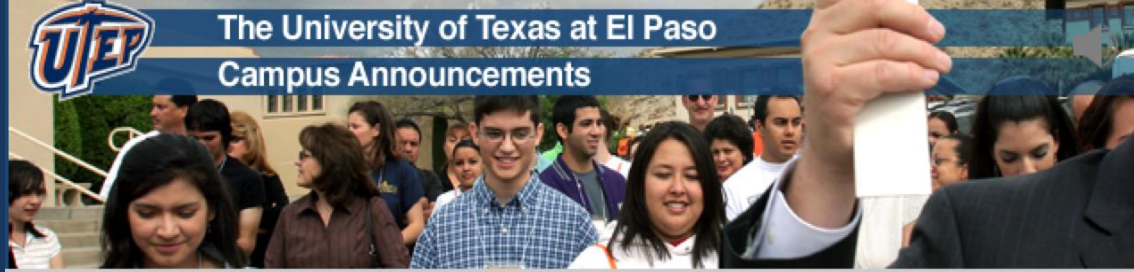
Title	Type
P3 Community Enrichment - Youth Courses - Enroll Now Before Classes Fill!	General
P3 Community Enrichment - Adult Courses - Enroll Now in These Upcoming Courses!	General
P3 Community Enrichment - Adult Expanded Languages - Chinese Courses - Join Now!	General
P3 Community Enrichment - Youth Courses - Partnership with MathMobile Tutorials to bring you these NEW Courses!	General
P3 Community Enrichment - Spring BOGO Appreciations Days - Buy One Course, Get 15% off 2nd Course	General

Task Name	Assigned Date	Status
No Tasks Found.		

Description	Price	Originator	Date	Category
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When you click the post new button, the Campus Announcements form will open, you will notice that it is preloaded with your information.

Please verify that all information is correct before continuing on to create your campus announcement (bulletin).



Submitter Name:	Paydirt Pete	
Submitter E-mail:	paydirtpete@utep.edu	
Contact Phone Number:	<input type="text" value="747-5000"/>	(i.e. 747-5000)
Department/Association:	<input type="text" value="UTEP Mascot"/>	

Campus announcement audience

- Faculty/Staff Students All Campus

Announcement content

Category: Administrative Campus Training General

Bulletin Type: Campus-Weekly Special

Bulletin Expiration: 48 hours 7 Days 14 Days

Bulletin Subject:

Announcement:

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, color, or the logos or alter them in any other way.*

A standard rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other text and layout functions.



Next, you will need to select the **Campus announcement audience**, which is the target audience you want to address the bulletin to:

- Faculty / Staff
- Students
- All Campus

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: (i.e. 747-5000)
Department/Association:

Campus announcement audience

Faculty/Staff Students All Campus

Announcement content

Category: Administrative Campus Training General

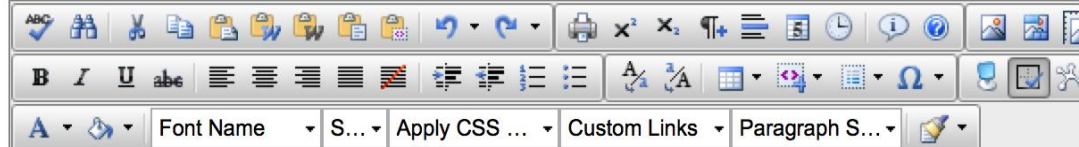
Bulletin Type: Campus-Weekly Special

Bulletin Expiration: 48 hours 7 Days 14 Days

Bulletin Subject:

Announcement:

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, color, or alter them in any other way.*





Next, you will need to select the option for the **Announcement Content:**

Category

- Administrative
- Campus
- Training
- General

Bulletin Type

- Campus-Weekly – the announcement will appear in a list of other campus announcements at the end of the week.
- Special – the announcement will be emailed to the audience that was selected as soon as it is approved.

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: (i.e. 747-5000)
Department/Association:

Campus announcement audience

- Faculty/Staff Students All Campus

Announcement content

Category: Administrative Campus Training General

Bulletin Type: Campus-Weekly Special

Bulletin Expiration: 48 hours 7 Days 14 Days

Bulletin Subject:

Announcement:

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, color, or alter them in any other way.*

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, font color, background color, bulleted list, numbered list, link, unlink, insert image, and other formatting options.



Bulletin Expiration

- 48 Hours
- 7 Days
- 14 Days

Bulletin Subject -

Remember to make your subject title interesting for your readers. This subject field will be populated by Category in Friday's weekly roll-over e-mail as well as the **Campus Announcements Website.**

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: (i.e. 747-5000)
Department/Association:

Campus announcement audience

Faculty/Staff Students All Campus

Announcement content

Category: Administrative Campus Training General

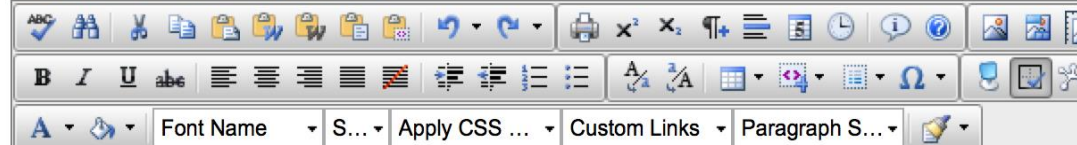
Bulletin Type: Campus Weekly Special

Bulletin Expiration: 48 hours 7 Days 14 Days

Bulletin Subject:

Announcement:

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, color, or alter them in any other way.*





Announcement -

This list will display all the announcements you have created. You have the option to choose one from the list and either use it as a template and modify it accordingly, or to resend an announcement. You can also omit this step and create a new announcement.

Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: (i.e. 747-5000)
Department/Association:

Campus announcement audience

Faculty/Staff Students All Campus

Announcement content

Category: Administrative Campus Training General

Bulletin Type: Campus-Weekly Special

Bulletin Expiration: 48 hours 7 Days 14 Days

Bulletin Subject:

Announcement:

Choose a previous bulletin

Choose a previous bulletin

Bulletin Name 1

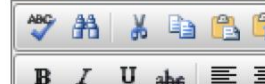
Bulletin Name 2

Bulletin Name 3

Bulletin Name 4

Bulletin Name 5

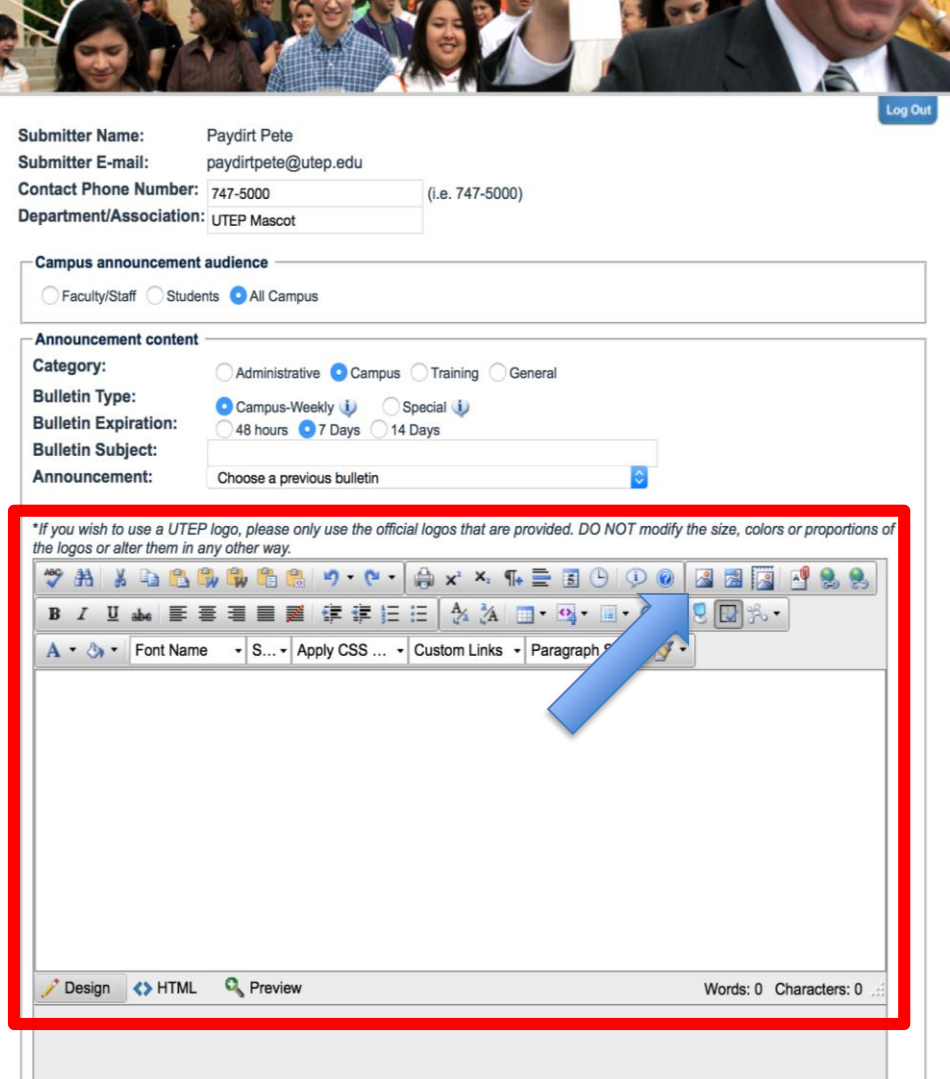
**If you wish to use a UTEP the logos or alter them in a*



Proceed to the text editor area where the campus announcement content is entered and edited.

Steps to upload an image:

- Click on the Image Manager tab in the editor



Submitter Name: Paydirt Pete
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: 747-5000 (i.e. 747-5000)
Department/Association: UTEP Mascot

Campus announcement audience
 Faculty/Staff Students All Campus

Announcement content
Category: Administrative Campus Training General
Bulletin Type: Campus-Weekly Special
Bulletin Expiration: 48 hours 7 Days 14 Days
Bulletin Subject:
Announcement: Choose a previous bulletin

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, colors or proportions of the logos or alter them in any other way.*

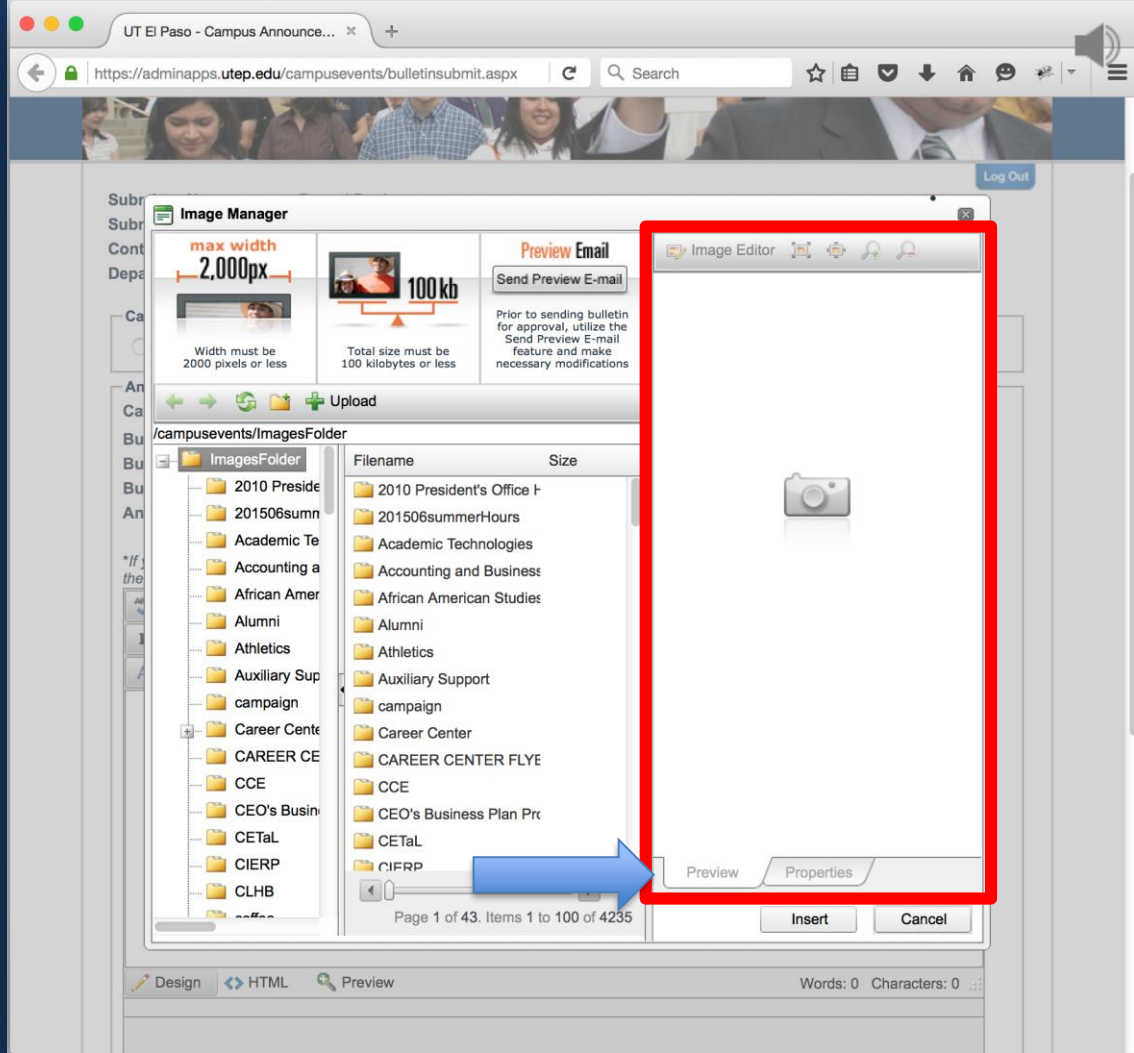
Design HTML Preview Words: 0 Characters: 0

- The Image Manager will display. This is where you can either select or upload an image to a specified folder.

The screenshot shows a web browser window displaying the Image Manager interface. The browser's address bar shows the URL: <https://adminapps.utep.edu/campusevents/bulletinsubmit.aspx>. The interface includes a navigation bar with a 'Log Out' button. The main content area is divided into several sections:

- Image Manager Constraints:** A red box highlights the following information:
 - max width 2,000px:** Width must be 2000 pixels or less.
 - 100 kb:** Total size must be 100 kilobytes or less.
 - Preview Email:** A button labeled 'Send Preview E-mail' with a sub-link 'Send Preview E-mail'.
 - Text:** 'Prior to sending bulletin for approval, utilize the Send Preview E-mail feature and make necessary modifications.'
- Upload:** A green '+ Upload' button.
- File Manager:** A tree view showing a folder structure under '/campusevents/imagesFolder'. The 'ImagesFolder' is expanded, showing a list of folders with columns for 'Filename' and 'Size'. The list includes folders such as '2010 Preside', '201506summ', 'Academic Te', 'Accounting a', 'African Amer', 'Alumni', 'Athletics', 'Auxiliary Sup', 'campaign', 'Career Cente', 'CAREER CE', 'CCE', 'CEO's Busin', 'CETaL', 'CIERP', and 'CLHB'. The corresponding files in the right pane include '2010 President's Office t', '201506summerHours', 'Academic Technologies', 'Accounting and Business', 'African American Studies', 'Alumni', 'Athletics', 'Auxiliary Support', 'campaign', 'Career Center', 'CAREER CENTER FLYE', 'CCE', 'CEO's Business Plan Pr', 'CETaL', and 'CIERP'.
- Preview Area:** A large empty area with a camera icon, used for previewing the selected image.
- Buttons:** 'Insert' and 'Cancel' buttons are located at the bottom right of the preview area.

- Preview tab – this is where the image can be previewed once selected or uploaded.
- Properties tab – this is where the image settings can be changed. Also, very important for ADA compliancy, please remember to always add text in the Alt Text box. (Alt-text is a word or short description to tell Web site viewers the nature or contents of an image).



The Image Manager will display when the Image Manager icon is selected. This is also where the bulletin image size is displayed. Once the image has been selected, click on **Properties**.

The screenshot shows a web browser window with the URL <https://adminapps.utep.edu/campusevents/bulletinsubmit.aspx>. The page displays an "Image Manager" dialog box. A red box highlights the following information:

- max width 2,000px**: Width must be 2000 pixels or less.
- 100 kb**: Total size must be 100 kilobytes or less.
- Preview Email**: Send Preview E-mail button.
- Instructions: Prior to sending bulletin for approval, utilize the Send Preview E-mail feature and make necessary modifications.

Below the red box, there is an "Upload" button and a file list. The file list has two columns: "Filename" and "Size".

Filename	Size
2010 President's Office	
201506summerHours	
Academic Technologies	
Accounting and Business	
African American Studies	
Alumni	
Athletics	
Auxiliary Support	
campaign	
Career Center	
CAREER CENTER FLYE	
CCE	
CEO's Business Plan Pr	
CETaL	
CIERP	

At the bottom of the dialog box, there are "Preview" and "Properties" tabs, and "Insert" and "Cancel" buttons. The status bar at the bottom of the browser shows "Words: 0 Characters: 0".

This is where you can change the **image settings** and enter **Alt Text** for compliancy. (Alt Text is a word or short description to tell Web site viewers the nature or contents of an image). After the image has been edited to your liking, click on **Insert**.

The screenshot displays two overlapping windows from a web management system. The 'Image Manager' window shows a file list for the '/campusevents/ImagesFolder' directory. The 'Image Editor' window is active, showing settings for an image with a width of 400 px and a height of 600 px. The 'Alt Text' field is highlighted with a red border and contains the text '* ADA Requirement'. The 'Long Description' field contains '- optional description'. The 'Image Alignment' is set to 'X'. The 'Margin' settings are: Top (0), Right (0), Bottom (0), and Left (0). The 'CSS Class' is set to 'Apply Class'. The 'Image Editor' window has tabs for 'Preview' and 'Properties', with 'Properties' selected. The 'Image Manager' window has a table of files and a navigation bar at the bottom.

Filename	Size
utep_logo.gif	51640
utep_logo_small.gif	3536
Webpage-Outside-Activity-l	117486
FacultyStaff-Admin-Special-	507742
FacultyStaff_Admin_Special_	209340
moodle.jpg	82551
UTEP_logo.jpg	32769
UTEP_logo_small.jpg	23240
UTEP_logo_small_thumb_Fli	5808

Page 1 of 1. Items 1 to 9 of 9

Steps to add text to a bulletin:

Click inside of the text editor and begin adding the text. If you copy and paste text from another document, it is best to first paste the text onto Notepad and then paste it in the editor.

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, colors or proportions of the logos or alter them in any other way.*



Click inside the editor to begin typing text for the bulletin.

Design HTML Preview

Words: 0 Characters: 0

Preview Your Bulletin

Send Preview E-mail

Once the campus announcement has been created, you have the option to either **Preview Your Bulletin** or **Send Preview E-mail**.

* The recommended process is to select the **Send Preview E-mail** option which will send a preview bulletin to the submitter of the announcement. This process will enable the submitter to review their bulletin and fix any issues identified prior to submitting the bulletin for approval.

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, colors or proportions of the logos or alter them in any other way.*

Click inside the editor to begin typing text for the bulletin.

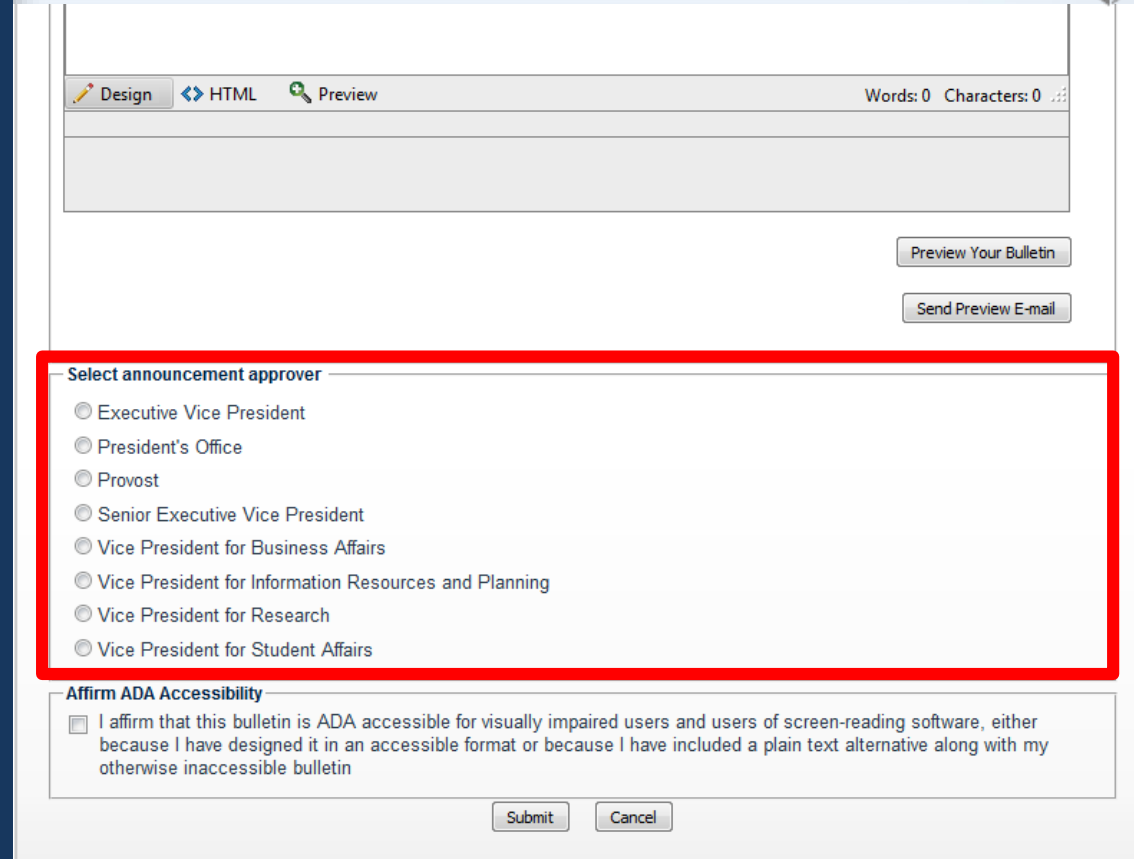
Design HTML Preview Words: 0 Characters: 0

Preview Your Bulletin

Send Preview E-mail

Next, you will need to select the correct announcement approver for your assigned area.

- President's Office
- Executive Vice President
- Vice President for Student Affairs
- Vice President for Business Affairs
- Provost
- Vice President for Research
- Vice President for Information Resources and Planning
- ***Please note:** a student submitting the bulletin will **only** see the Vice President for Student Affairs option.



Design HTML Preview Words: 0 Characters: 0

Preview Your Bulletin

Send Preview E-mail

Select announcement approver

- Executive Vice President
- President's Office
- Provost
- Senior Executive Vice President
- Vice President for Business Affairs
- Vice President for Information Resources and Planning
- Vice President for Research
- Vice President for Student Affairs

Affirm ADA Accessibility

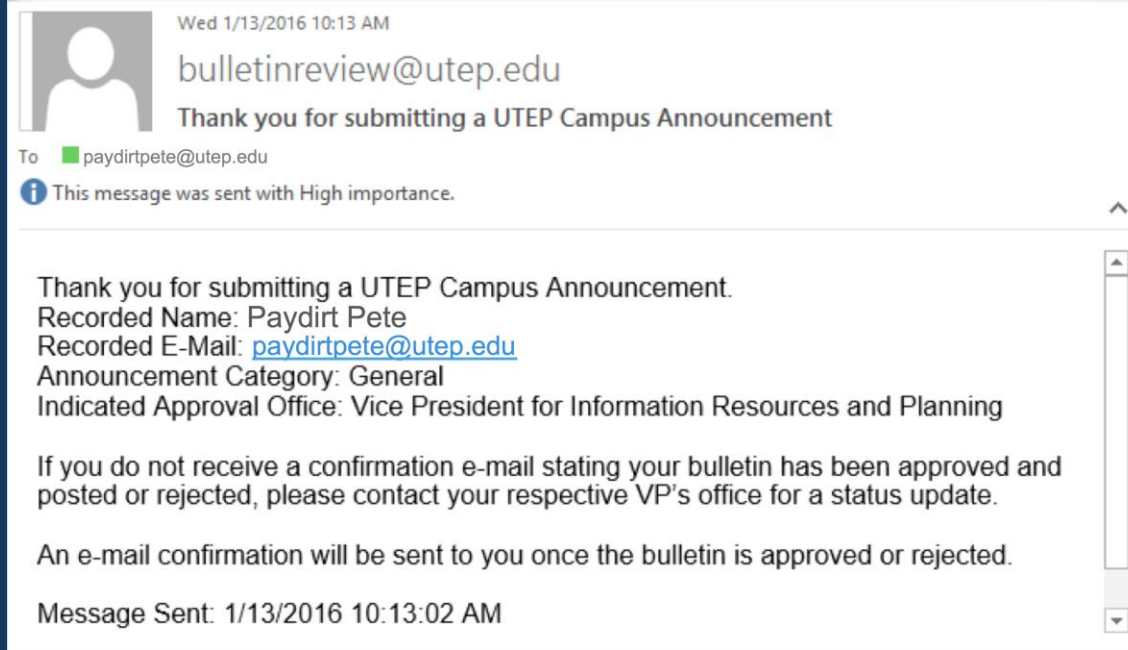
I affirm that this bulletin is ADA accessible for visually impaired users and users of screen-reading software, either because I have designed it in an accessible format or because I have included a plain text alternative along with my otherwise inaccessible bulletin

Submit Cancel



Once the announcement creator has clicked on the **Submit** button, the campus announcement is then sent to the approver for approval.

The announcement creator will receive a confirmation e-mail with the **subject line: “Thank you for submitting a UTEP Campus Announcement.”**






Campus Announcements Tutorial


The following section will describe
How to **Update** / **Approve** / **Reject** a campus announcement
once it has been submitted for review.




After the campus announcement has been submitted, the person who created and submitted the announcement will receive a confirmation e-mail.




Wed 1/13/2016 10:13 AM

 bulletinreview@utep.edu

Thank you for submitting a UTEP Campus Announcement

To  paydirtpete@utep.edu


 This message was sent with High importance.

Thank you for submitting a UTEP Campus Announcement.
Recorded Name: Paydirt Pete
Recorded E-Mail: paydirtpete@utep.edu
Announcement Category: General
Indicated Approval Office: Vice President for Information Resources and Planning

If you do not receive a confirmation e-mail stating your bulletin has been approved and posted or rejected, please contact your respective VP's office for a status update.

An e-mail confirmation will be sent to you once the bulletin is approved or rejected.

Message Sent: 1/13/2016 10:13:02 AM



If the Vice President's office approver you selected has a Reviewer, he or she will also receive a confirmation e-mail notifying them that they have a campus announcement ready for review and the Reviewer can either **update** or **reject** the announcement. The email will contain the URL that they will need to click on to view the announcement.

bulletinreview@utep.edu

January 13, 2016 at 10:13:02 AM MST

To: paydirtpete@utep.edu

A new UTEP Campus Announcement has been submitted for your review

A new UTEP Campus Announcement has been submitted for your review.

Submitted by: Paydirt Pete

Submitter E-Mail: paydirtpete@utep.edu

Bulletin Subject: Bulletin Sample

Please visit the following link to review, approve, or reject announcement ID: 4208.

<https://betaadminapps.utep.edu/campusevents/bulletinreview.aspx?itemID=4208>

To review all pending bulletins please visit: <https://betaadminapps.utep.edu/campusevents/bulletinadminreview.aspx>

When the campus announcement displays, the Approver can preview it to ensure it meets their approval.

Then the Approver will need to scroll down to the end of the campus announcement and click on the **Approve** button.

Design HTML Preview Words: 3 Characters: 15

DIV > STRONG > EM > U > FONT > RemoveElement

Preview Your Bulletin

Send Preview E-mail

Select announcement approver

- Executive Vice President
- President's Office
- Provost
- Senior Executive Vice President
- Vice President for Business Affairs
- Vice President for Information Resources and Planning
- Vice President for Research
- Vice President for Student Affairs

Affirm ADA Accessibility

I affirm that this bulletin is ADA accessible for visually impaired users and users of screen-reading software, either because I have designed it in an accessible format or because I have included a plain text alternative along with my otherwise inaccessible bulletin

Update Approve Reject

Comments to submitter (required for rejection):

Return to list of bulletins to review

The system will send the bulletin Submitter a notification e-mail if the Reviewer rejects the announcement.

After the Reviewer has reviewed and or updated the announcement, he or she will manually forward the confirmation email to their Vice President's office.

In order to become a Reviewer, the VP of your area would have to designate you as a Reviewer. The request would then come to Enterprise Computing so they can add you as a new Reviewer for your VP area.

If the Vice President you selected does not have a Reviewer, then the Approver will also receive a confirmation e-mail notifying them that they have a campus announcement ready for review.



Thu 11/19/2015 9:23 AM

bulletinreview@utep.edu

UTEP Campus Announcement Rejected by Vice President for Business Affairs

To  paydirtpete@utep.edu

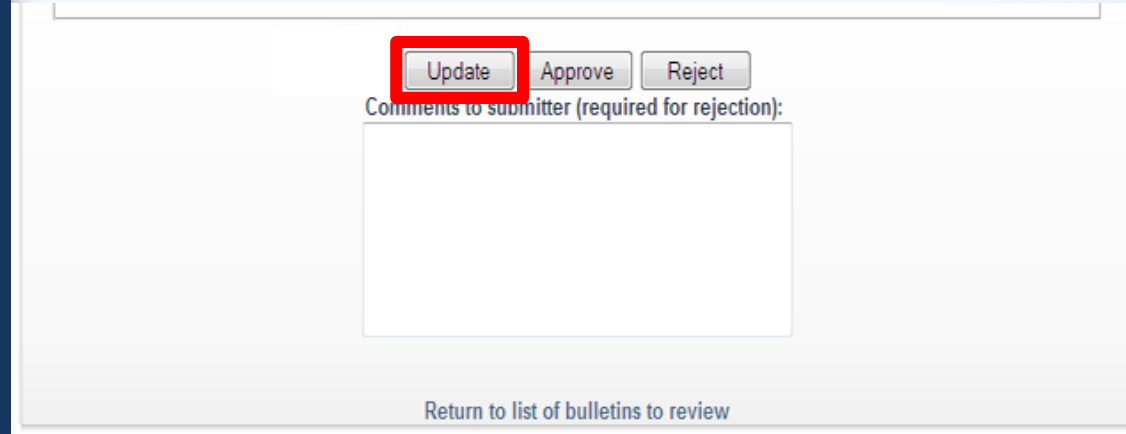
 This message was sent with High importance.

The Campus Announcement you have recently submitted has been rejected.
Approval Office: Vice President for Business Affairs
Announcement Subject: Bulletin Sample
Comments by approver: This announcement does not meet our standards.

Rejected on: 11/19/2015 9:23:07 AM

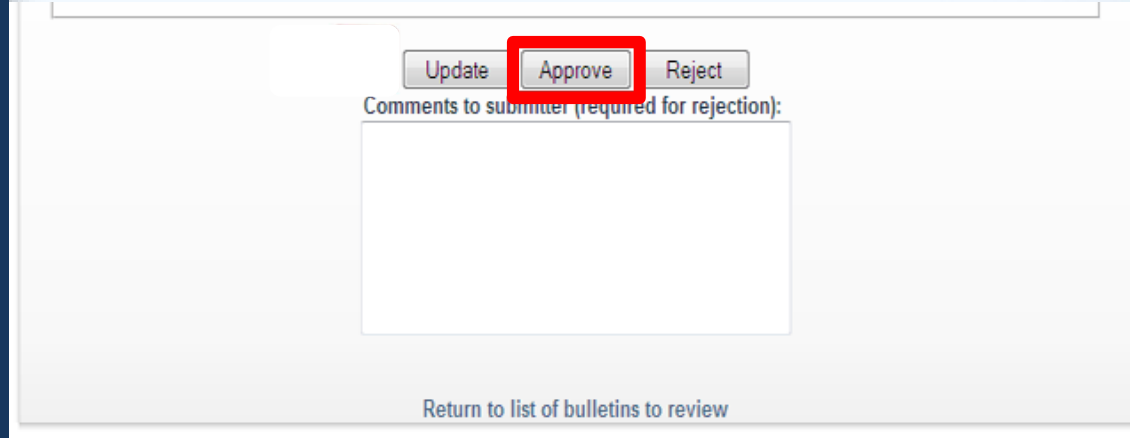
The **Update** button will save changes made within the bulletin. This option will not send out e-mail notifications nor will it post to the Campus Announcements web site.

Example: If you update a bulletin **Category** from *Campus* to *General*.



The screenshot shows a web interface for managing bulletins. At the top right, there is a speaker icon. Below it, a horizontal line separates the header from the main content. The main content area contains three buttons: 'Update', 'Approve', and 'Reject'. The 'Update' button is highlighted with a red rectangular border. Below the buttons is a text input field with the label 'Comments to submitter (required for rejection):'. At the bottom of the form, there is a blue link that reads 'Return to list of bulletins to review'.

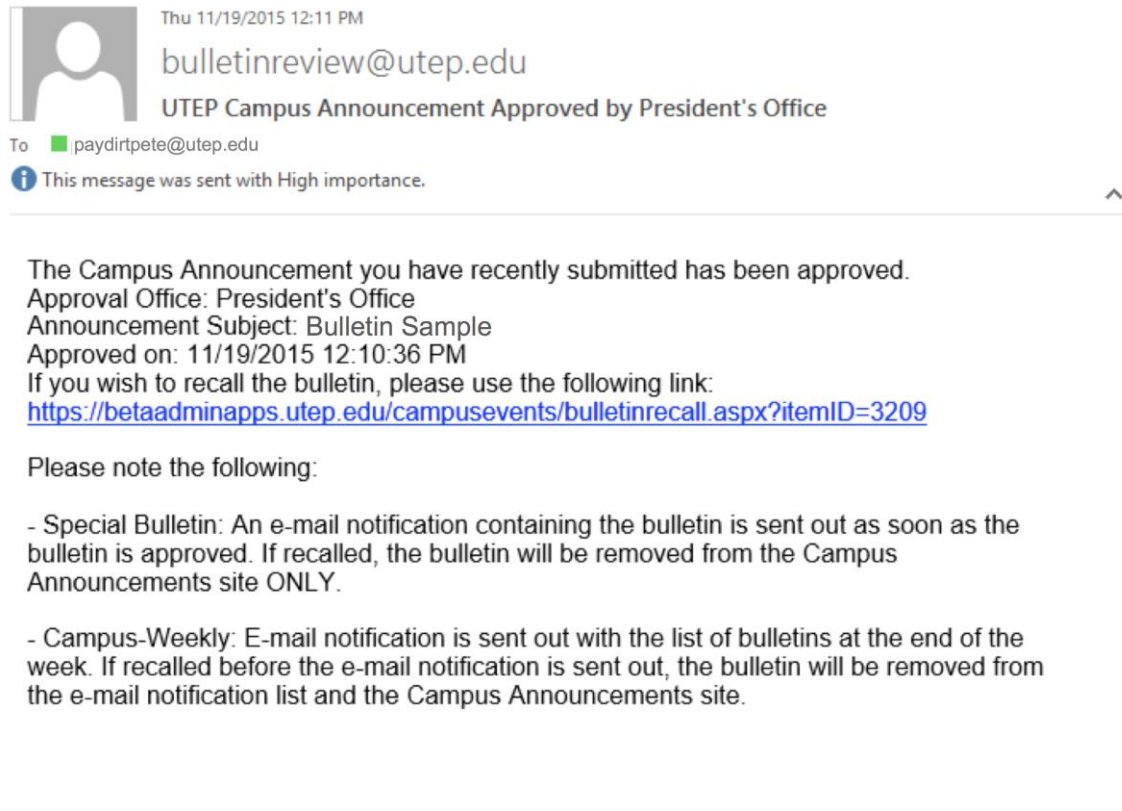
The **Approve** button is only visible to the approver. Once the button has been clicked, the bulletin will post to the selected category – **Campus Weekly** or **Special** and sent to the appropriate audience.



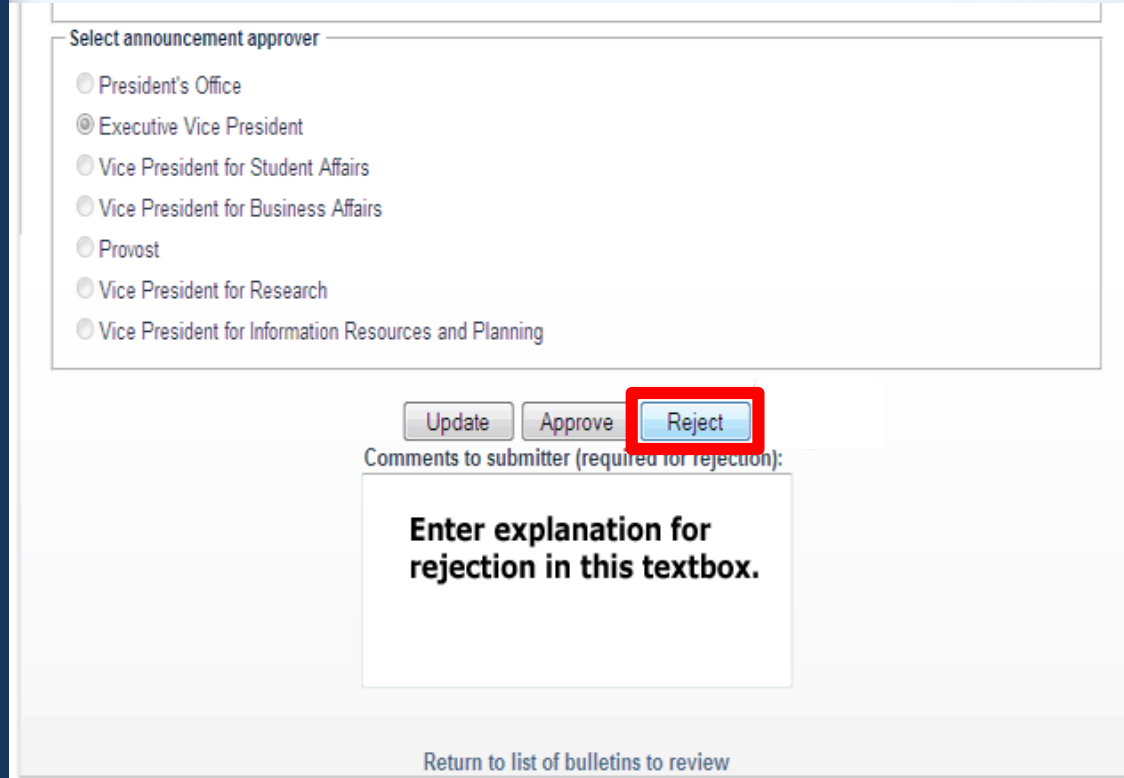
A screenshot of a web interface for reviewing a bulletin. At the top right, there is a speaker icon. Below it, three buttons are visible: "Update", "Approve", and "Reject". The "Approve" button is highlighted with a red rectangular border. Below the buttons, there is a text label "Comments to submitter (required for rejection):" followed by a large, empty rectangular text input area. At the bottom of the interface, there is a link that says "Return to list of bulletins to review".

After the campus announcement has been approved, the person who submitted the original announcement will receive a confirmation e-mail. The e-mail will also state **“The Campus Announcement you have recently submitted has been approved”**.

If the approver decides to reject the campus announcement, they will need to click on the URL that is included in the **Bulletin for Review** e-mail.



Once the campus announcement displays, scroll down to the **Update** / **Approve** / **Reject** buttons and in the text box enter an explanation for rejection and click on **Reject**.



Select announcement approver


- President's Office
- Executive Vice President
- Vice President for Student Affairs
- Vice President for Business Affairs
- Provost
- Vice President for Research
- Vice President for Information Resources and Planning

Comments to submitter (required for rejection):

Enter explanation for rejection in this textbox.

[Return to list of bulletins to review](#)

Once the campus announcement has been rejected, an **email** will be sent out.




The University of Texas at El Paso
Campus Announcements

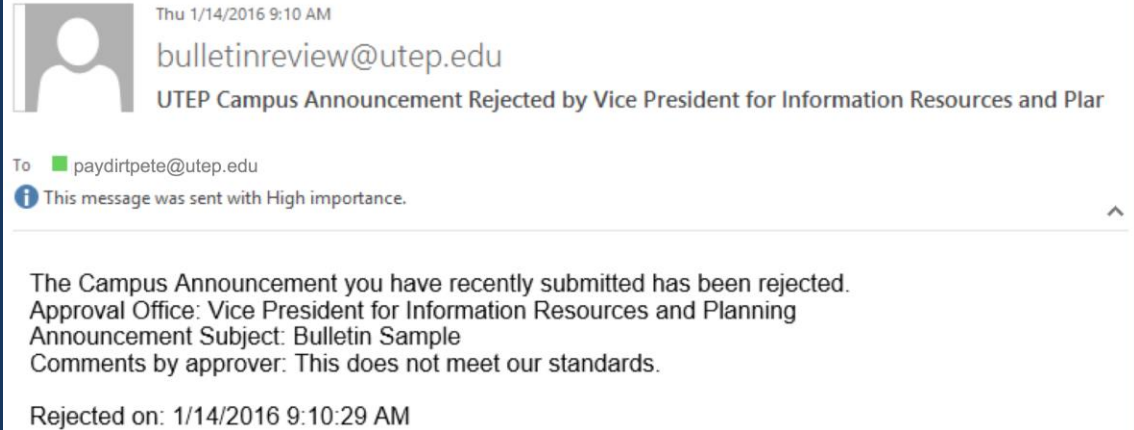
[Log Out](#)

The bulletin has been rejected. A confirmation email will be sent shortly.

[Review another bulletin](#)

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The email will state
“The Campus
Announcement you
have recently
submitted has been
rejected”.



Recalling a campus announcement:

If the submitter wishes to recall the campus announcement, they can initiate this process by using the link provided in the Bulletin Approval e-mail.

In the Submitter confirmation e-mail that is sent, there is a link with the option of recalling a bulletin.



Thu 11/19/2015 12:11 PM

bulletinreview@utep.edu

UTEP Campus Announcement Approved by President's Office

To  paydirtpete@utep.edu

 This message was sent with High importance.


The Campus Announcement you have recently submitted has been approved.
Approval Office: President's Office
Announcement Subject: Bulletin Sample
Approved on: 11/19/2015 12:10:36 PM
If you wish to recall the bulletin, please use the following link:

<https://adminapps.utep.edu/campusevents/bulletinapproverecal/.aspx?itemID=bulletinsample>


Please note the following:

- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.
- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.


If the approver wishes to approve the recall of the campus announcement, they will need to use the link provided in the Recalled Bulletin e-mail. Otherwise, the campus announcement is not recalled and will be sent as scheduled.




Thu 11/19/2015 12:16 PM

 bulletinreview@utep.edu

Recalled Bulletin

To  paydirtpete@utep.edu

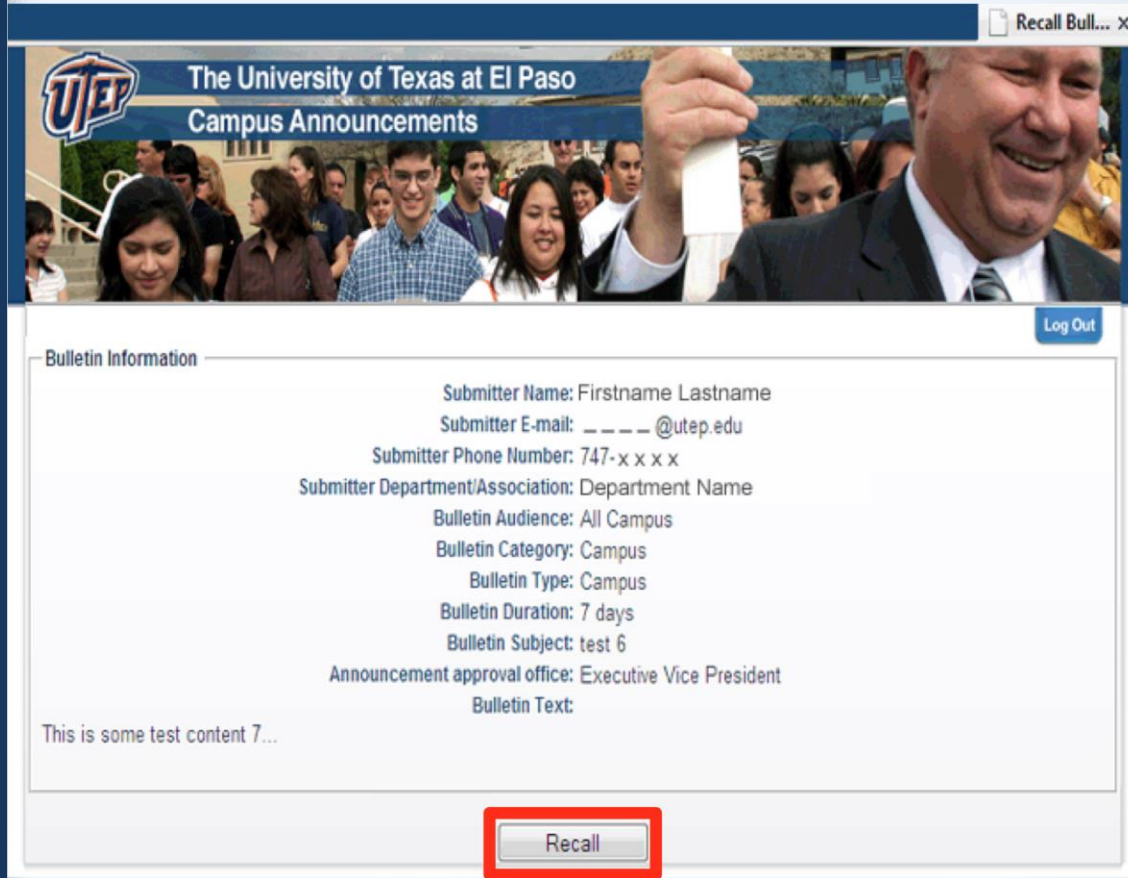
 This message was sent with High importance.

A new UTEP Campus Announcement has been submitted to be recalled. Please review at the link below.
Announcement Subject: Bulletin Sample
<https://adminapps.utep.edu/campusevents/bulletinapproverecal/.aspx?itemID=bulletinsample>

Please note the following:

- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.
- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.

Once you click on the link, a page will open that has the **Recall** button displayed. The submitter will need to click on the button to recall the bulletin.



Recall Bull... x

The University of Texas at El Paso
Campus Announcements

Log Out

Bulletin Information

Submitter Name: Firstname Lastname
Submitter E-mail: -----@utep.edu
Submitter Phone Number: 747-x x x x
Submitter Department/Association: Department Name
Bulletin Audience: All Campus
Bulletin Category: Campus
Bulletin Type: Campus
Bulletin Duration: 7 days
Bulletin Subject: test 6
Announcement approval office: Executive Vice President
Bulletin Text:

This is some test content 7...

Recall

In the Approver confirmation e-mail that is sent, there will be a link that will take the approver to the page to **Approve or Reject the Recall request.**



Thu 11/19/2015 12:16 PM

bulletinreview@utep.edu

Recalled Bulletin

To  paydirtpete@utep.edu

 This message was sent with High importance.

A new UTEP Campus Announcement has been submitted to be recalled. Please review at the link below.

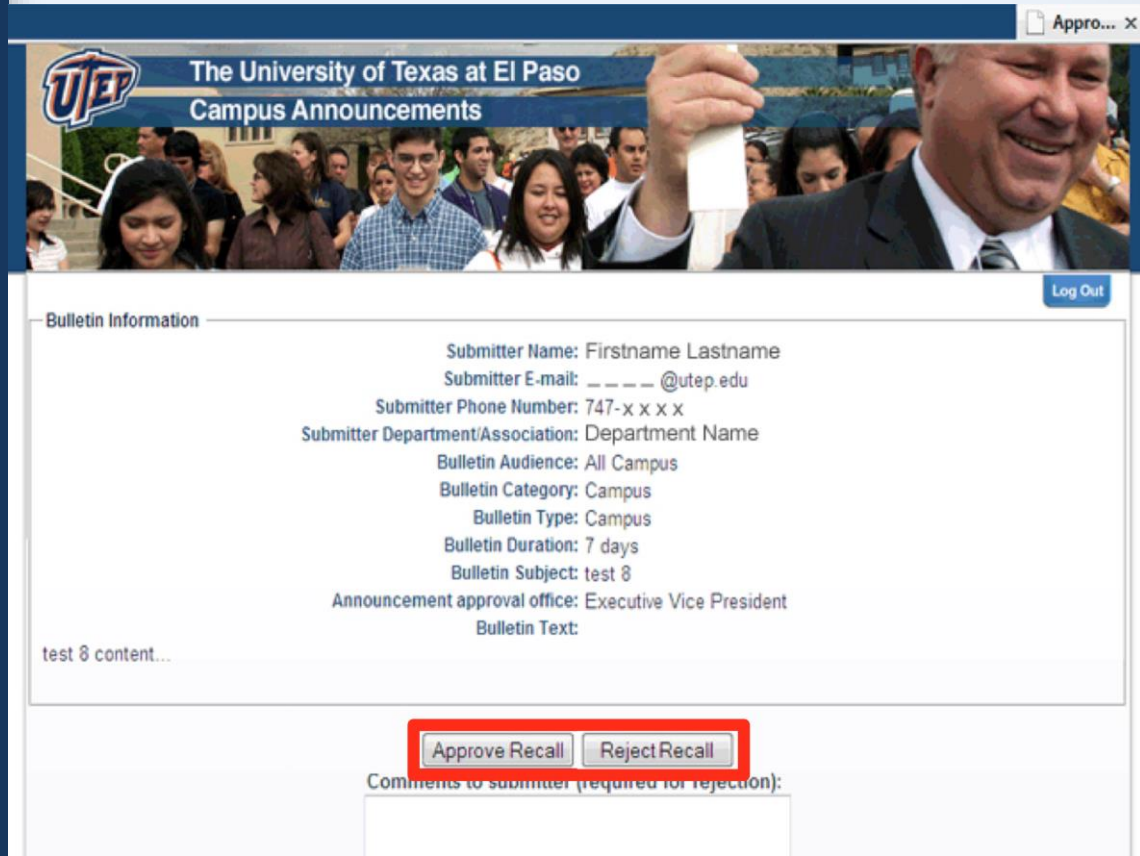
Announcement Subject: Bulletin Sample

<https://adminapps.utep.edu/campusevents/bulletinapproverecal/.aspx?itemID=bulletinsample>

Please note the following:

- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.
- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.

On the Approve or Reject the Recall request page the bulletin information will be displayed. There are two buttons on the screen to Approve or Reject the Recall, a confirmation e-mail will be sent to the submitter.



The screenshot displays the 'Approve...' page of the UTEP Campus Announcements system. At the top, there is a header with the UTEP logo and the text 'The University of Texas at El Paso Campus Announcements'. Below the header is a banner image showing a group of students and a man in a suit holding a white card. A 'Log Out' button is visible in the top right corner of the banner area.

The main content area is titled 'Bulletin Information' and contains the following details:

- Submitter Name: Firstname Lastname
- Submitter E-mail: _ _ _ _ @utep.edu
- Submitter Phone Number: 747-x x x x
- Submitter Department/Association: Department Name
- Bulletin Audience: All Campus
- Bulletin Category: Campus
- Bulletin Type: Campus
- Bulletin Duration: 7 days
- Bulletin Subject: test 8
- Announcement approval office: Executive Vice President
- Bulletin Text:

Below the information, the text 'test 8 content...' is visible. At the bottom of the page, there are two buttons: 'Approve Recall' and 'Reject Recall', both of which are highlighted with a red rectangular box. Below these buttons is a section labeled 'Comments to submitter (required for rejection):' followed by a text input field.

Once you clicked on the Approve Recall button the following text will be displayed “Thank you for approving the recall of this bulletin.”



Approve R... x



Log Out

Thank you for approving the recall of this bulletin.



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After a bulletin has been approved for recall, a confirmation e-mail will be sent to the submitter. The e-mail states that **“The Campus Announcement you submitted for recall successfully recalled”**. The bulletin will be removed from the UTEP Campus Announcements web site.



Thu 1/14/2016 5:59 PM

bulletinreview@utep.edu

UTEP Campus Announcement Recall Approved by Vice President for Informati

To  paydirtpete@utep.edu


 This message was sent with High importance.

The Campus Announcement you submitted for recall successfully recalled.
Approval Office: Vice President for Information Resources and Planning
Announcement Subject: Bulletin Sample
Recall approved on: 1/14/2016 5:58:47 PM


Please note the following:

- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.
- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.


In the Approver confirmation e-mail that is sent, there will be a link that will forward the approver to the option to **Reject Recall**.




Thu 1/14/2016 5:56 PM

 bulletinreview@utep.edu

Recalled Bulletin

To  paydirtpete@utep.edu


 This message was sent with High importance.

A new UTEP Campus Announcement has been submitted to be recalled. Please review at the link below.
Announcement Subject: Bulletin Sample

<https://adminapps.utep.edu/campusevents/bulletinapproverecal/.aspx?itemID=bulletinsample>

Please note the following:

- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.
- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.



Once you clicked on the Approve Recall button the following text will be displayed “You have opted to reject the recall of this bulletin. The bulletin will not be recalled.”



Approve R... x




You have opted to reject the recall of this bulletin. The bulletin will not be recalled.


Log Out





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After a bulletin has been rejected for recall, a confirmation e-mail will be sent to the submitter. The e-mail states that **“The Campus Announcement recall request you submitted has been rejected”**. The bulletin will remain on the UTEP Campus Announcements web site



 Tue 11/17/2015 11:28 AM
bulletinreview@utep.edu
UTEP Campus Announcement Recall Rejected by Vice President for Information


To  paydirtpete@utep.edu

 This message was sent with High importance.

The Campus Announcement recall request you submitted has been rejected.
Approval Office: Vice President for Information Resources and Planning
Announcement Subject: Bulletin Sample
Comments by approver: test Recall rejected on: 11/17/2015 11:27:39 AM

Please note the following:

- Special Bulletin: An e-mail notification containing the bulletin is sent out as soon as the bulletin is approved. If recalled, the bulletin will be removed from the Campus Announcements site ONLY.
- Campus-Weekly: E-mail notification is sent out with the list of bulletins at the end of the week. If recalled before the e-mail notification is sent out, the bulletin will be removed from the e-mail notification list and the Campus Announcements site.



As the Approver, there is also a list of all campus announcements pending review.

Click on the Return to list of bulletins for review link to preview.



Log Out

Name: Pete Paydirt
E-Mail: paydirtpete@utep.edu

President's Office

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Staff Council	7475000	12836	Special	Bulletin Sample

Executive Vice President

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Information Security	7475000	12833	Special	Bulletin Sample

Vice President for Student Affairs

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Student Development	7475000	12833	Special	Bulletin Sample

Vice President for Business Affairs

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Parking and Transportation	7477955	12832	Campus	Bulletin Sample

Provost

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Graduate School	7475000	12833	Campus	Bulletin Sample

Vice President for Research

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	College of Engineering	7477955	12832	Campus	Bulletin Sample

Vice President for Information Resources and Planning

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Enterprise Computing	7475000	12832	Campus	Bulletin Sample

Vice President for Health Affairs

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Wellness Program	7475000	12836	Special	Bulletin Sample

Senior Executive Vice President

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Legal Affairs	7475000	12836	Special	Bulletin Sample

Category	Portal Section
12832	Campus Announcement
12833	Administrative Announcement
12835	Training Announcement
12836	General Announcement





Log Out

Name: Pete Paydirt
E-Mail: paydirtpete@utep.edu

President's Office

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Staff Council	7475000	12836	Special	Bulletin Sample

Executive Vice President

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Information Security	7475000	12833	Special	Bulletin Sample

Vice President for Student Affairs

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Student Development	7475000	12833	Special	Bulletin Sample

Vice President for Business Affairs

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Parking and Transportation	7477955	12832	Campus	Bulletin Sample

Provost

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Graduate School	7475000	12833	Campus	Bulletin Sample

Vice President for Research

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	College of Engineering	7477955	12832	Campus	Bulletin Sample

Vice President for Information Resources and Planning

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Enterprise Computing	7475000	12832	Campus	Bulletin Sample

Vice President for Health Affairs

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Wellness Program	7475000	12836	Special	Bulletin Sample

Senior Executive Vice President

First Name	Last Name	Department/Program	Campus Phone	Bulletin Category	Bulletin Type	Review Bulletin
Paydirt	Pete	Legal Affairs	7475000	12836	Special	Bulletin Sample

Category	Portal Section
12832	Campus Announcement
12833	Administrative Announcement
12835	Training Announcement
12836	General Announcement

The following is an example of the Bulletins Pending Review page.

The approver's full name and e-mail will be displayed. A categorized list of the campus announcements will also display. To preview the announcement, click on the link in the **Review Bulletin** column.



The **Review Bulletins for Approval** button is located inside my.utep.edu on the lower left side of the Announcements portlet.

This tab is only visible for those who have view permissions.

When the **Review Bulletins for Approval** tab is clicked, a web page will open displaying bulletins pending review.

my **UTEP**

Hi Pete

CUSTOMIZE

Dashboard

need a tour?

Faculty & Instructors

ANNOUNCEMENTS

+ post new

Search Announcements

Title	Type
campus bulletin 012112	Campus
Bulletin Sample	Special
Bulletin Sample	Special

< 1 >

Review Bulletins for Approval

View all Announcements

Need help finding a portlet on this site?

Search within myUTEP

Shots Fired:
Emergency safety videos

- View Safety in the Workplace Video
- View Safety in the Workplace Transcript

Vaccination Requirements
New Vaccination Requirements for entering students. learn more >

Flag Status:
The flags are not flying at half staff today.

The **View all Announcements** button is located inside my.utep.edu on the lower right side of the Announcements portlet.

When the **View all Announcements** tab is clicked, you will be forwarded to the Campus Announcements web site.

The screenshot shows the myUTEP dashboard interface. At the top, there is a navigation bar with a hamburger menu, the myUTEP logo, and a user profile for 'Hi Pete'. Below the navigation bar is a dark blue header with the word 'Dashboard' and a 'need a tour?' button. On the left side, there is a sidebar with a 'Dashboard' button and a 'Faculty & Instructors' button. The main content area features an 'ANNOUNCEMENTS' portlet. This portlet includes a '+ post new' button, a search bar labeled 'Search Announcements', and a table of announcements. The table has two columns: 'Title' and 'Type'. The first row shows 'campus bulletin 012112' with a 'Campus' type. The next two rows show 'Bulletin Sample' with a 'Special' type. Below the table is a pagination control showing '< 1 >'. At the bottom of the portlet are two buttons: 'Review Bulletins for Approval' and 'View all Announcements'. Below the portlet, there is a search bar for the site with the text 'Need help finding a portlet on this site?' and 'Search within myUTEP'. At the very bottom, there are three sections: 'Shots Fired:' with a link to 'View Safety in the Workplace Video', 'Vaccination Requirements' with a link to 'learn more >', and 'Flag Status:' with the text 'The flags are not flying at half staff today.'

myUTEP

Hi Pete

CUSTOMIZE

Dashboard

need a tour?

Faculty & Instructors

ANNOUNCEMENTS

+ post new

Search Announcements

Title	Type
campus bulletin 012112	Campus
Bulletin Sample	Special
Bulletin Sample	Special

< 1 >

Review Bulletins for Approval

View all Announcements

Need help finding a portlet on this site?

Search within myUTEP

Shots Fired:
Emergency safety videos
• View Safety in the Workplace Video
• View Safety in the Workplace
Transect

Vaccination Requirements
New Vaccination Requirements for entering students. learn more >

Flag Status:
The flags are not flying at half staff today.

Once you have completed working in the campus announcements application, please do not forget to logout of the application.

To log out, go to the upper right-hand side of the application and click on logout.



Log Out

Submitter Name: Pete Paydirt
Submitter E-mail: paydirtpete@utep.edu
Contact Phone Number: 747-5000 (i.e. 747-5000)
Department/Association: BIOLOGICAL SCIENCES

Campus announcement audience

Faculty/Staff Students All Campus

Announcement content

Category: Administrative Campus Training General

Bulletin Type: Campus-Weekly Special

Bulletin Expiration: 48 hours 7 Days 14 Days

Bulletin Subject: Bulletin Sample

**If you wish to use a UTEP logo, please only use the official logos that are provided. DO NOT modify the size, colors or proportions of the logos or alter them in any other way.*



This is just a sample of the text you can write on your own bulletin. Lorem ipsum dolor sit amet, diam scelerisque nulla deserunt mollis mauris, mauris est porttitor lectus. Ridiculus nulla, ligula curabitur vitae mauris, eros lobortis in amet pellentesque lectus blandit, lectus vestibulum in accumsan sit sapien, ligula in eros mi ipsum in consectetur. Lorem ipsum dolor sit amet, diam scelerisque nulla deserunt mollis mauris, mauris est porttitor lectus. Ridiculus nulla, ligula curabitur vitae mauris, eros lobortis in amet pellentesque lectus blandit, lectus vestibulum in accumsan sit sapien, ligula in eros mi ipsum in consectetur. Leo a vestibulum, scelerisque habitasse nullam pretium, ipsum magna integer nunc officia amet pellentesque, pede nec, eu tortor ut dolor. Praesent mauris velit nulla dolor nec, scelerisque fringilla sed, sodates wisi urna pellentesque egestas risus. Habitant rutrum wisi elit fringilla vestibulum sit.

Lorem ipsum dolor sit amet, diam scelerisque nulla deserunt mollis mauris, mauris est porttitor lectus. Ridiculus nulla, ligula curabitur vitae mauris, eros lobortis in amet pellentesque lectus blandit, lectus vestibulum in accumsan sit sapien, ligula in eros mi ipsum in consectetur. Leo a vestibulum, scelerisque habitasse nullam pretium, ipsum magna integer nunc officia amet pellentesque, pede nec, eu tortor ut dolor. Praesent mauris velit nulla dolor nec, scelerisque fringilla sed, sodates wisi urna pellentesque egestas risus. Habitant rutrum wisi elit fringilla vestibulum sit.

Design HTML Preview

Words: 2 Characters: 16

Preview Your Bulletin

Send Preview E-mail



**For assistance please contact
Technology Support Help Desk:**

Location:

UTEP Library – Room 300

Phone: 915.747.4357 (Help)

E-mail: helpdesk@utep.edu

**Regular Semester Hours are as
follows:**

Mon – Thurs 7:00 am – 9:00 pm

Friday 7:00 am – 8:00 pm

Saturday 9:00 am – 2:00 pm

Sunday 12:00 pm – 5:00 pm





Thank you for viewing the
Campus Announcements Tutorial

