How to Use the Journal Feature

Users will have access to the journal feature after they’ve been accepted into a program.

Ways to access your journal:

1. Go to the program application
   Under ‘Manage Your Journal’, you can click: new entry, view full journal, or settings

2. Go to your profile
   Click edit profile
   Click journals
   Click new entry/view full journal/settings

3. Any active journals can also be found in your profile widget when you log in.

Creating a New Entry

To create a new entry, click ‘New Entry’ near the top of the ‘Manage Your Journal’ panel. This will bring you to the New Journal Entry page:

![New Journal Entry Form]

**Use the form provided below to post an entry to your journal.**

- **Entry Title:**
- **Entry Message Body:**
  - 4000 characters left
- **Photo to Upload:**
  - Browse… No file selected.
  - NOTE: Any images uploaded through this form become the property of the office and may be used for any purpose the office desires. Also, your images are automatically submitted for consideration in any photo contests the office may plan.

**IMPORTANT LEGAL NOTICE:** Your journal entries are not available for public viewing until reviewed and published by the office staff. There is no guarantee of when or if your entries will be published, and the office reserves the right to reject any entries for any reason and without explanation. Your submissions on this entry form must adhere to the policies governing web content set forth by this institution. Violations of these and other laws and regulations may result in disciplinary and/or legal actions.
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- **Entry Title** – enter a title for their entry
- **Entry Message Body** – here, you can write up to 4000 characters about your experience.
- **Photo to Upload** – you can browse on your computer for a photo to add to your entry. You are not able to upload photos without also adding text to the message body.
- **Next,** click 'Save’ to save and submit their journal entry.

*Please be aware that the site will timeout after 1 hour, so be sure to save your entry.

**Note:**
Uploaded content belongs to the CIP office and could be used for any purpose.

In addition, your journal is not public until it is reviewed and published by the CIP office. You have the ability to decide if you wish your journals to be published – this setting will be explained in the next section.

**Journal Settings**

You can manage your journal settings by clicking 'Settings' at the top of the journal panel on your application page. This will open a new window:

![Journal Settings](image)

- **Public**
  - If checked, your journal will be viewable to anyone at the URL: https://internationalprograms.sju.edu/index.cfm?FuseAction=Public.Journals&jId=10020
  - Note that leaving 'Public' unchecked does not keep your entries private from view by the office staff. It only disables public access to your journal.

- **E-mail List:**
  - List of e-mail addresses to which you would like to send notifications automatically when your journal entries are published. Separate addresses with commas, semicolons, or carriage returns.

  1000 characters left
  - 'Public' must be checked above in order for your e-mail list to receive notifications of published entries. Notifications are sent out only when entries are reviewed and published by the office staff.
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- **Public** – You can make your journals public and publishable by clicking the box next to the ‘Public’ setting. You will also receive a URL that they can share with others. If this box is not checked, your journals are considered to be private and only you will see entries. Administrators will still be able to view your journal even if it is not set to Public.
- **E-mail List** – You can enter email addresses of people to whom you would like a notification sent when your journal entry is published.
- **Click ‘Save’ to save changes.**

If you decide at a later time that you do not want your journals to be public, you can change that setting.

You can delete an entry by clicking ‘View Full Journal’ and then ‘Delete this entry’ at the bottom of the entry.

**Please note:**
If you choose to make your journals Public, your entries will not automatically be published. Your entry will be added to a queue for administrators to review and decide whether to publish or reject the entry, before they can be made available for viewing.

The CIP may also choose to display your journal on the CIP public website in order for prospective students to read about the study abroad experiences of different programs and students.

Please be sure to think of your audience if you choose to write public journal entries!