

The US Network of Virtual Enterprises Data Portal Instruction Manual

Student Level

Accessing to the Data Portal (Central/Regional)

- Go to www.veinternational.org (fig. 1), or <http://venetwork.org> (to be added shortly).
- From the area indicated, select **Data Portal**.
- The **Login Screen** (fig. 2) will be displayed.

fig. 1



Enter your **USERNAME** and **PASSWORD** and click **Login**. This information will be supplied to you by your central/regional office.

The screenshot shows the login screen. It features a 'Login' button at the top left, a 'LOGIN' button at the top right, and input fields for 'USERNAME:' and 'PASSWORD:'. A 'Login' button is located below the input fields. A red arrow points to the 'Login' button at the top right, and another red arrow points to the 'PASSWORD:' input field.

Upon login, the following screen will appear:

The screenshot shows the user profile update screen. It features a 'Update' button and a 'Logout' button at the top left. Below them, there are tabs for 'Update Profile' and 'MAIN PAGE'. The 'Update Profile' tab is highlighted. A 'HOME' button is located at the top right.

Using the **Update**, then **Update Profile** tabs, proceed to the update screen on the next page.

Updating Personal Data

In the resulting screen, enter all data that is missing. If you don't have a phone or a fax yet, repeat this process when additional information becomes available. Click the **UPDATE** button when done.

Update Logout

UPDATE STUDENT

STUDENT: Spinner, Eric - 100014

SCHOOL: Test School NYC - 1003
LOGIN ID: 100014
LAST NAME: Spinner
FIRST NAME: Eric
STUDENT ID: 123456789
PASSWORD: * student
CONTACT PHONE: 212-769-2710 xxx-xxx-xxxx
EMAIL: espinne@schools.nyc.gov
HOME ADDRESS: 122 Amsterdam Avenue
HOME CITY: New York
HOME STATE: NY xx
HOME ZIP CODE: 10023
DEPARTMENT: Administration
POSITION: President

Important:

It is important to make this record as complete as possible. This will enable your coordinator to contact you regarding important information or messages that you may need regarding class or firm activities and events.

Regarding the email information, you should have an email account with one of the free services (AOL/Yahoo/G-mail, etc). In addition, you will be able to have an internal email messaging account that you will sign up for that will be available to all VE students throughout the US Network of Virtual Enterprises. This system will allow students, teachers, firms and central/regional offices to communicate in a non-commercial, spam-free, secure network.