

Genio Online Portal

User guide



Overview

The Genio Online Portal is hosted on www.genio.ie. While information on Genio and our work will always be shared in public areas of the website, the Genio Online Portal is aimed at those participating in training courses and discussion groups where access to targeted resources is required and open discussions are facilitated. It is not possible to join the portal via our website. Participants are invited to join by the Genio Programme Managers or training staff and will receive a welcome email.

New members

Received a welcome email?

If you have received a welcome email, open the one-time registration link in the email. This link can only be used once and will lead you to a page where you must set a password for your account. If this link is not used within one week it will expire. Once you have set the password you can log-in in the future using your email address and the password you have set.

One-time registration link has expired?

If you click on the one-time registration link in your welcome email and it has expired, it will lead you to a page where you can enter your email address to resend the welcome email with a new one-time registration link. You will have one week to use the new one-time registration link before it expires.

Existing members

How do I sign in?

To sign in, you must enter both your email address and password for the Genio Online Portal through the pink 'Log in' button on the top right of any page on the Genio website or at www.genio.ie/my-account.

Forgot password?

If you have forgotten your password, choose 'Forgot your password?' below Login. On the 'Request new password' page, enter your email address to reset your password. You will then receive an email with instructions on how to set a new password.

Queries

If you have any queries on the Genio Online Portal, please contact us at info@genio.ie.

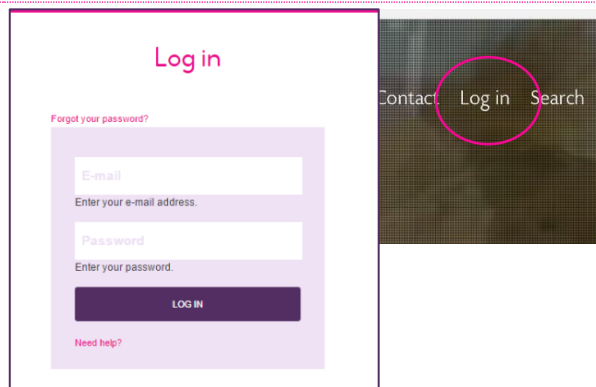
Instructions

Getting started

- Receive a welcome email from info@genio.ie.
- Follow the instructions in the welcome email to set a password for your account.

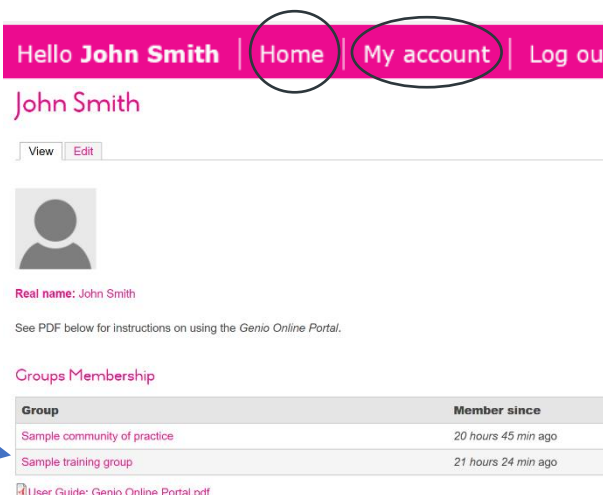
Signing in

- Once the password is set, sign in anytime at www.genio.ie/my-account with your email address and the password you have set.
- Alternatively, you can go to the homepage at www.genio.ie and log in using the 'log-in' button at the top right-hand corner.



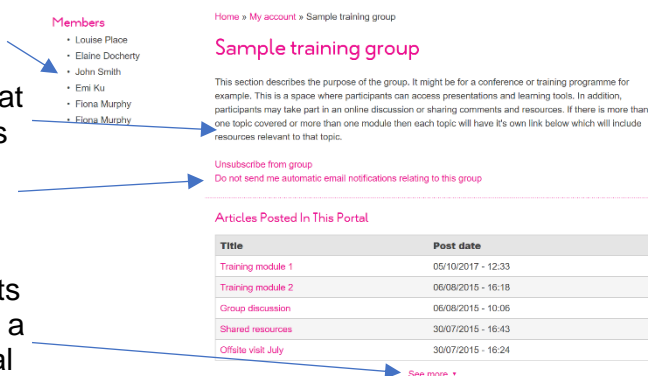
Portal view

- Once signed in, you are logged into your account. You can switch between the main Genio website by clicking on the 'home' icon on the top left of the screen or your portal account by clicking on 'My account' at the top right.
- On the portal landing page, you can view the groups you are a member of. You can choose the group you wish to view or contribute to by clicking on the name of the group.



Group membership page

- Once you have clicked on a group name you will see the list of group members on the left of the screen.
- The group description and details are at the top of the page followed by options to unsubscribe from the group and subscribe/unsubscribe from group updates.
- A maximum of 5 articles and comments will appear on the initial view. There is a 'see more' button if there are additional articles and comments available. If you click on this the next 5 will appear and so on. They are organised in order of most recent updates.



Group articles

- The group articles provide information about a specific event, training module etc.
- There may be resources provided under 'Files' at the bottom of the page. Click on the link to download.

Home » My account » New test group » Training module 1

Training module 1

View Edit Webform Results Clone content

Posted 5th October 2017
Group: New test group

Please find resources below for training module 1. These include background information, reading list and assignment. Click on the name of each resource to download.

If you have any queries in relation to this module please email info@genio.ie.

Files:

- Module_1_assignments.pdf
- Module_1_reading_list.docx
- Module_1_introduction.pdf

Discussion groups

- Not every article will have a discussion area. If comments are enabled view the discussion thread associated with the item. Add a comment or reply to an existing comment. Please follow the guidelines on the last page when participating in discussion groups.

Comments

Add new comment

Module 1 assignments have now

Submitted by Fiona Murphy on Thu, 05/10/2017 - 12:42
Module 1 assignments have now been added - please submit by Friday 20th.

reply

Is there a time for the

new

Submitted by John Smith on Thu, 05/10/2017 - 12:46
Is there a time for the assignment deadline?

edit

Add new comment

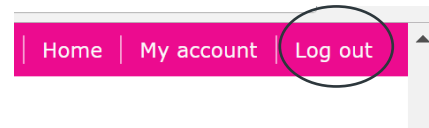
Your name
John Smith

Comment *

Submit

Closing your session

- When you wish to leave the portal, log out by clicking the 'Log out' button on the top right of any page. For your convenience, you will be automatically logged out if your account is not used for 30 minutes.



Note: You can access the portal from any page on www.genio.ie using the 'Log in' button at the top right of any page.



Guidelines for online discussion groups

- **Get involved:** Each person on the group has valuable ideas and experiences to share; the value of the group depends on how much everyone gets involved. Participation is not, however, obligatory for any project.
- **Show patience and respect:** Read all comments in the article discussion thread before replying or adding a new comment.
- **Avoid derogatory and/or sarcastic comments or use of profanities.** Language that is, or could be construed to be, offensive toward others will not be acceptable.
- **Avoid text-style shortcuts,** emoticons or excessive use of upper case letters.
- **Cite your sources:** If your contribution is from someone else's work, please cite your source. If your contribution is a suggestion of a book, newspaper article, or journal article etc. give the group enough information to source it, preferably by sharing a link.
- **Be mindful of confidentiality:** If you are sharing an example about an individual, avoid using the individual's real name or giving information, which would allow this person to be identified. Please refrain from criticism of individuals and organisations which could be damaging.
- **Ask for help:** If for any reason you experience difficulty using the portal, please refer to the instructions. If you cannot find the answer you require, please contact us at info@genio.ie or 01 7071700.