

# MyELIA User Guide



# Welcome to the MyELIA Community

This user manual will help you accessing MyELIA, our member-only online community space. All staff and students from ELIA member institutions can request access to MyELIA.

This User Guide outlines all the main functionalities of the system and answers the most frequent questions. Through the portal, you can manage your profile, set your communication preferences, buy an event ticket, join ELIA's Platforms, post job vacancies, contact and connect with other members and much more.

ELIA membership is for the whole institution. To get the best out of your membership, we invite you and your colleagues to join our conversations, meetings and events and engage with your peers across Europe and the rest of the world.

[Sign in here!](#)

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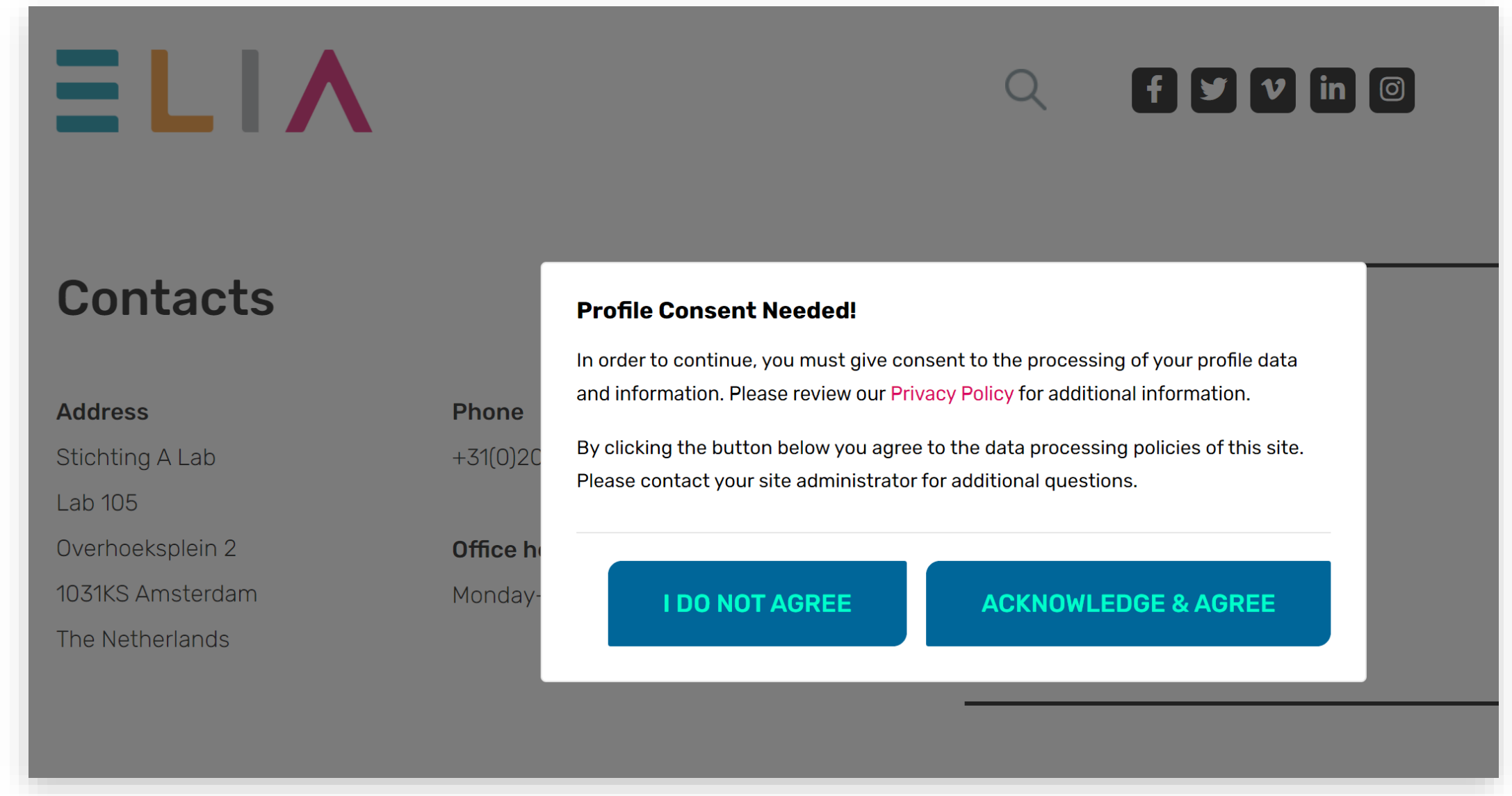
**MyELIA is about creating real connection in a virtual environment.**

**This is an online space exclusively for ELIA members to develop relationships with their international peers, while tackling some of the most pertinent issues affecting higher arts education today. And yet it still stays true to the ELIA spirit of generous knowledge-exchange and thought-provoking debate.**

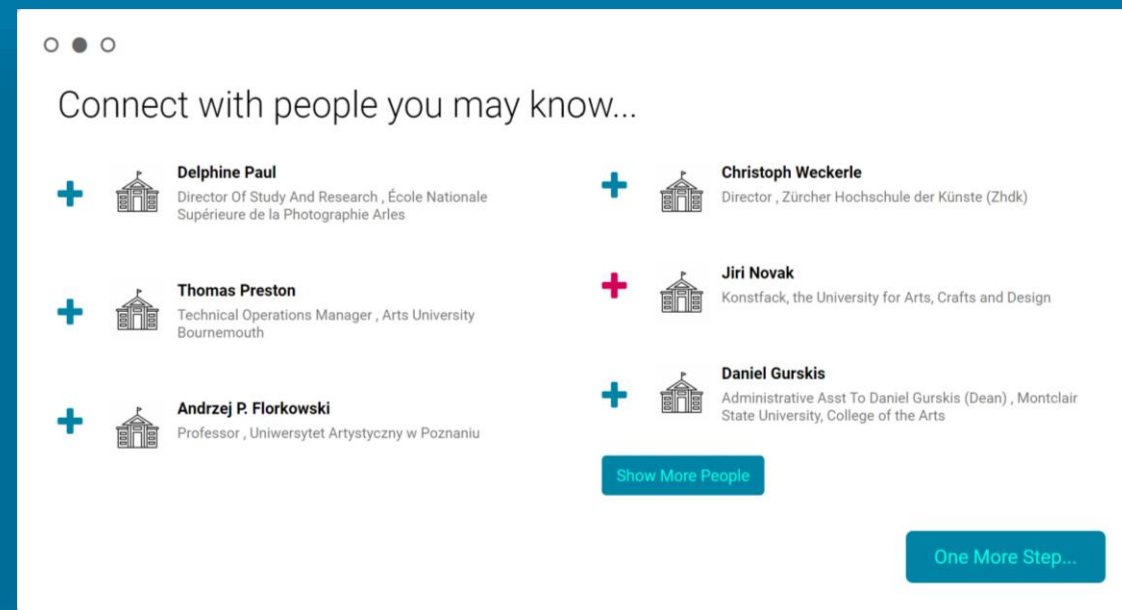
**Maria Hansen, ELIA Executive Director**

# Profile Consent

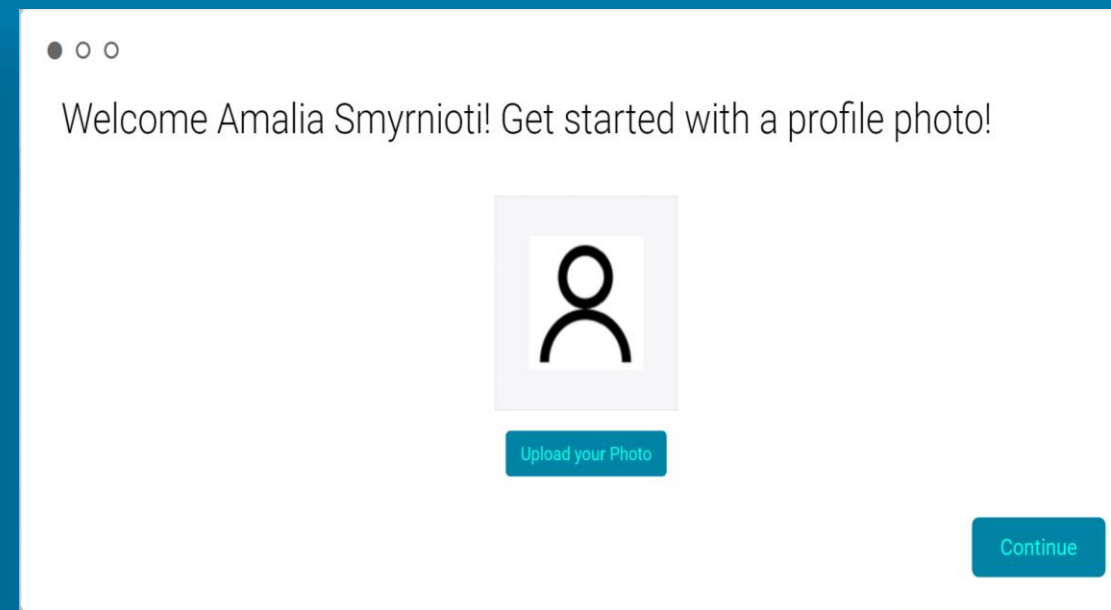
When you log in for the first time, we need your consent to process your data as a user of MyELIA.



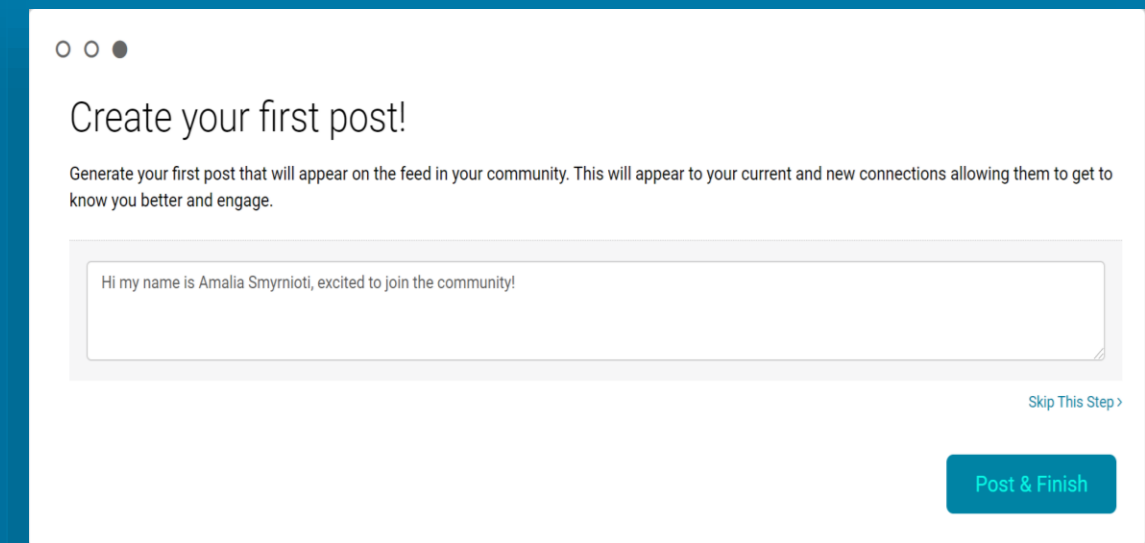
# Let's Get Started



01  
Get started with your  
connections



02  
Upload your profile picture



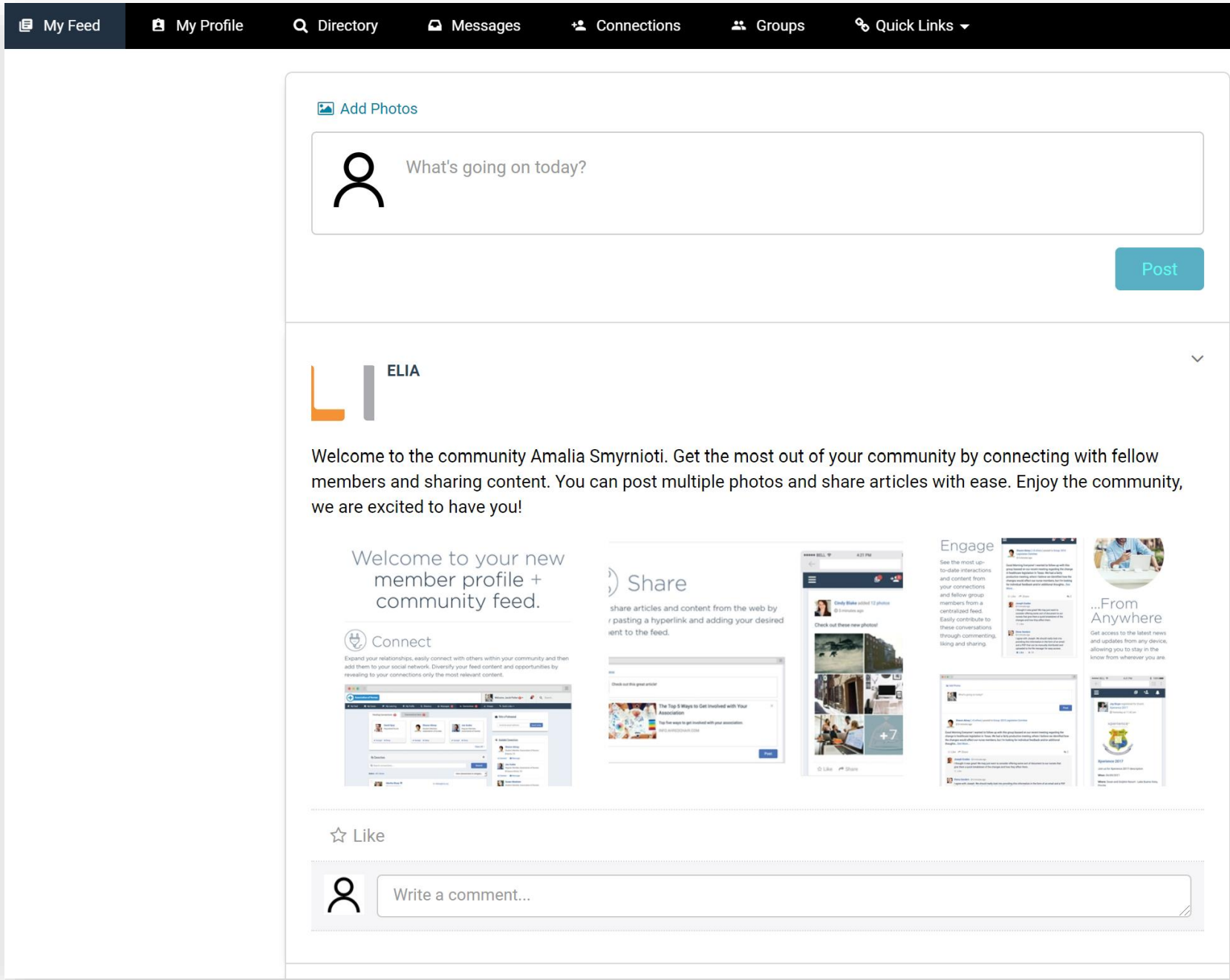
03  
Share your first post with the  
ELIA community



# My Feed

This is where you will find updates and announcements from your connections, platforms, and ELIA.

Important news updates from ELIA are shown in **Announcements**.



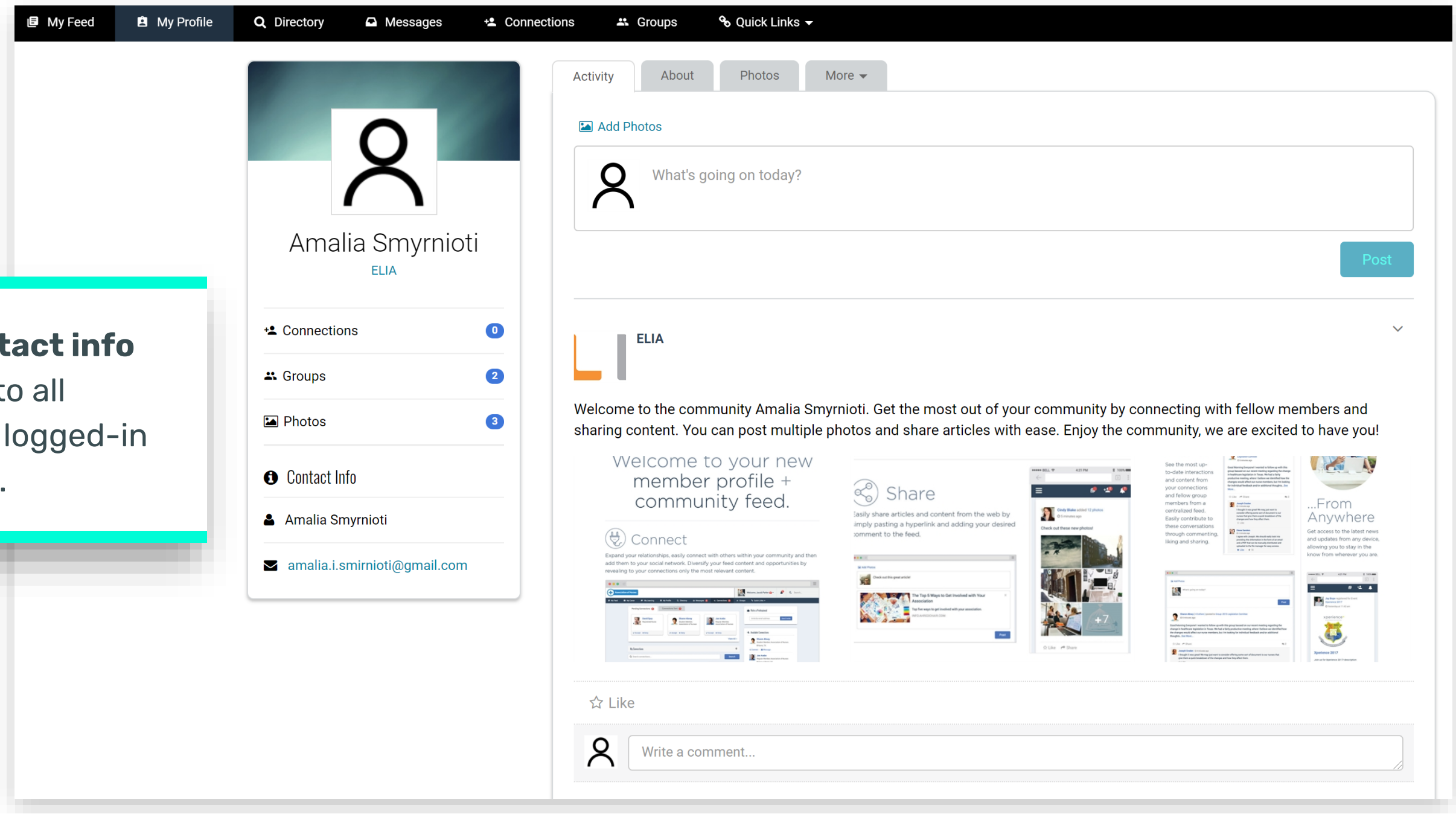
**My Engagement** shows your recent activity on the site.



# My Profile

Here you will find links to connections, groups (Platforms), and any photos you have uploaded.

Your **contact info** is visible to all currently logged-in members.

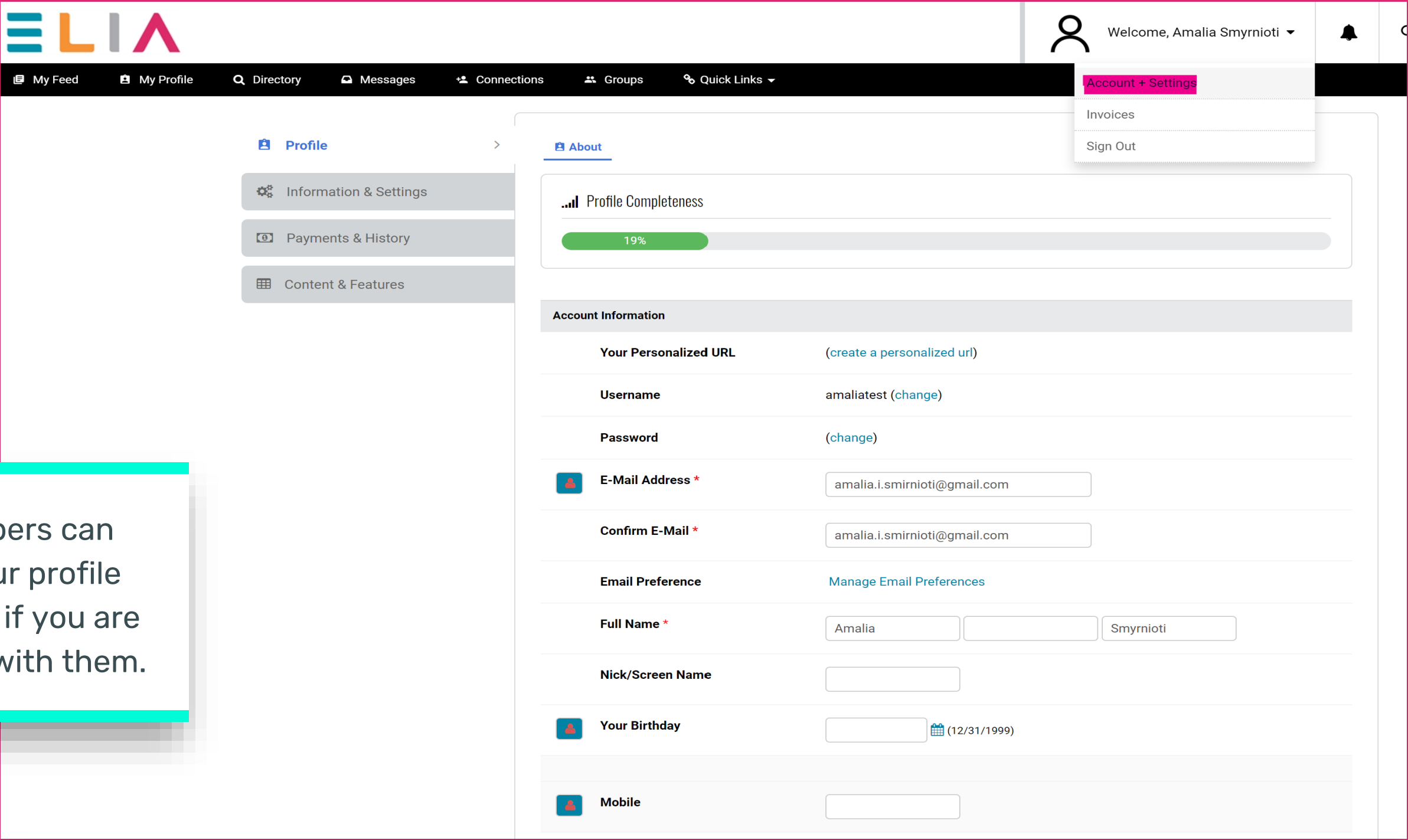




# Managing Your Profile

Once logged in, you can view and manage your Profile. Profile pages are where you can see the information that you share with your connections.

Other members can only see your profile information if you are connected with them.



Clicking on the blue padlock icon next to a profile field allows you to choose whether to show this information to other members. Your name and profile picture (if you choose to upload one) are shared with other ELIA members within the community. You can set your details to 'Private' or 'Members Only', depending on who you would like to see this info. You can change your privacy settings in your profile. Selecting 'Members Only' will share your details only with ELIA members who you are already connected with in the community.

The screenshot shows the MyELIA user interface. At the top, the ELIA logo is on the left, and a user profile header on the right says "Welcome, Amalia Smyrnioti" with a bell icon. Below this is a navigation bar with links: My Feed, My Profile, Directory, Messages, Connections, Groups, and Quick Links. The main content area is titled "Professional Information" and contains several form fields: Organisation (ELIA), Your Title, Address, Address Cont., City/Town, Location, Postal Code, Phone, and Department. A dropdown menu is open for the City/Town field, showing two options: "Members Only (Visible Only to Members)" with a blue padlock icon, and "Private (Not Visible in Profile)" with a red padlock icon. Below the Professional Information section is the "Additional Information" section, which includes a "Discipline and field of expertise" field with a list of checkboxes: Animation (checked), Architecture (checked), Circus, and Creative Writing. A note at the bottom of this section reads: "Please indicate which are your fields of expertise, if it is an artistic discipline or an aspect of higher education".

**Professional Information**

Organisation: ELIA

Your Title

Address

Address Cont.

City/Town

Members Only (Visible Only to Members)

Private (Not Visible in Profile)

Location

Postal Code

Phone

Department

**Additional Information**

Discipline and field of expertise \*

(Select All/None)

☒ Animation

☒ Architecture

☐ Circus

☐ Creative Writing

Please indicate which are your fields of expertise, if it is an artistic discipline or an aspect of higher education



You can update your entire profile by clicking on Quick Links and then selecting Account Details.

It's important that we have up-to-date information, to ensure you get the most out of your membership.

If you make any updates, please remember to save them by clicking on 'Save Changes'!

The screenshot shows the 'MyELIA' user interface. At the top, the ELIA logo is on the left, and a user profile section on the right says 'Welcome, Amalia Smyrnioti' with a bell icon. Below this is a navigation bar with links: My Feed, My Profile, Directory, Messages, Connections, Groups, and Quick Links. The main content area is titled 'Account Details' and contains a form for updating profile information. The form has several fields, each with a person icon on the left: Address, Address Cont., City/Town (filled with 'Rotterdam'), Country (dropdown menu showing 'Netherlands'), Location (filled with 'Centre'), Postal Code, Phone, and Department (filled with 'Web and Community'). Below these fields is a section titled 'Additional Information' which includes a checkbox list for 'Discipline and field of expertise \*'. The list has four items: Film (checked), Fine Art (unchecked), Media Art (unchecked), and Music (checked). Below the list is a note: 'Please indicate which are your fields of expertise, if it is an artistic discipline or an aspect of higher education'. At the bottom of the form are two buttons: 'Save Changes' and 'Cancel'.

ELIA

Welcome, Amalia Smyrnioti

My Feed My Profile Directory Messages Connections Groups Quick Links

**Account Details**

Address

Address Cont.

City/Town Rotterdam

Country Netherlands

Location Centre

Postal Code

Phone

Department Web and Community

**Additional Information**

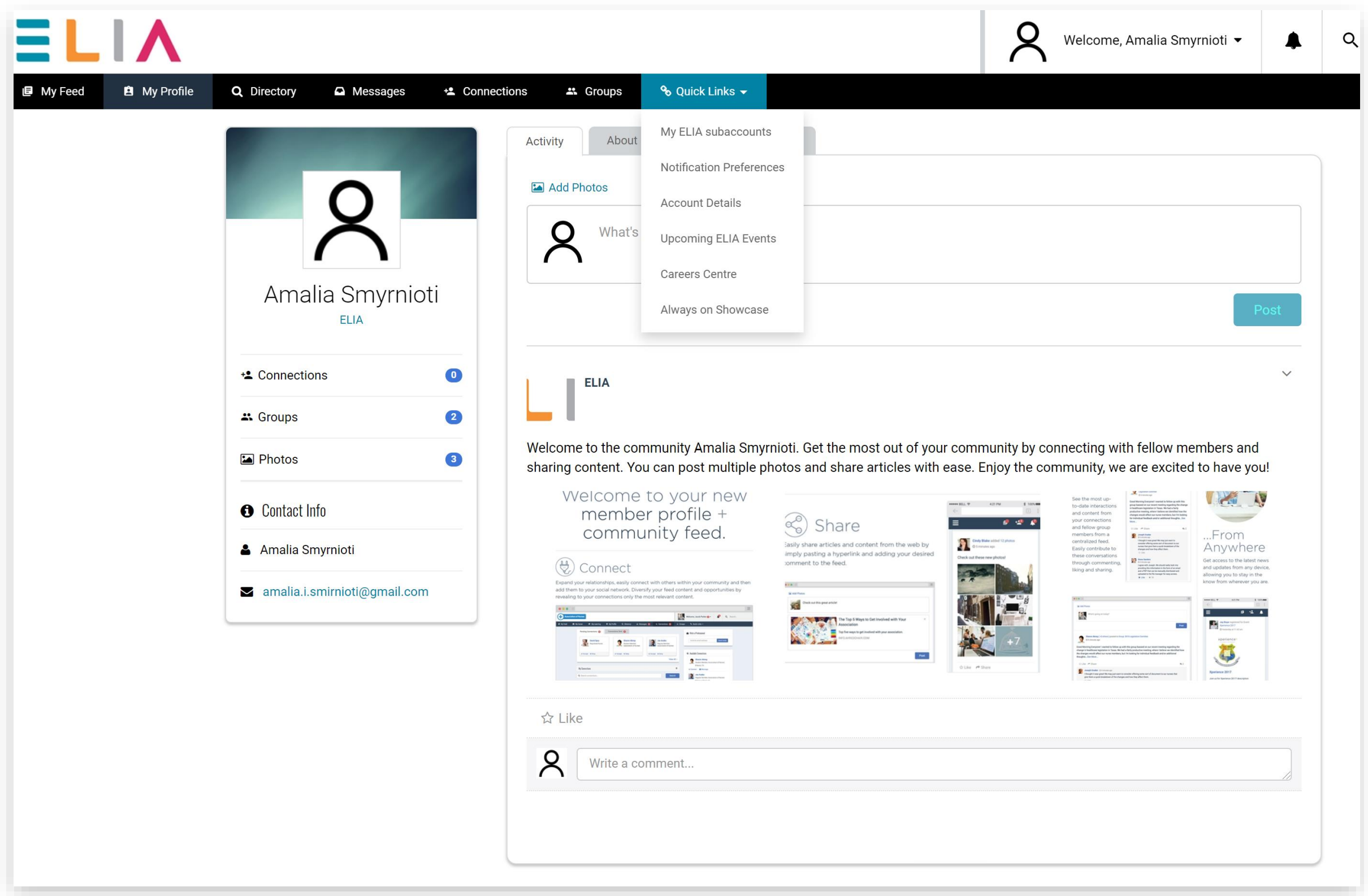
☒ Film  
☐ Fine Art  
☐ Media Art  
☒ Music  
☒ Photographv

Please indicate which are your fields of expertise, if it is an artistic discipline or an aspect of higher education

Save Changes Cancel

# Quick Links

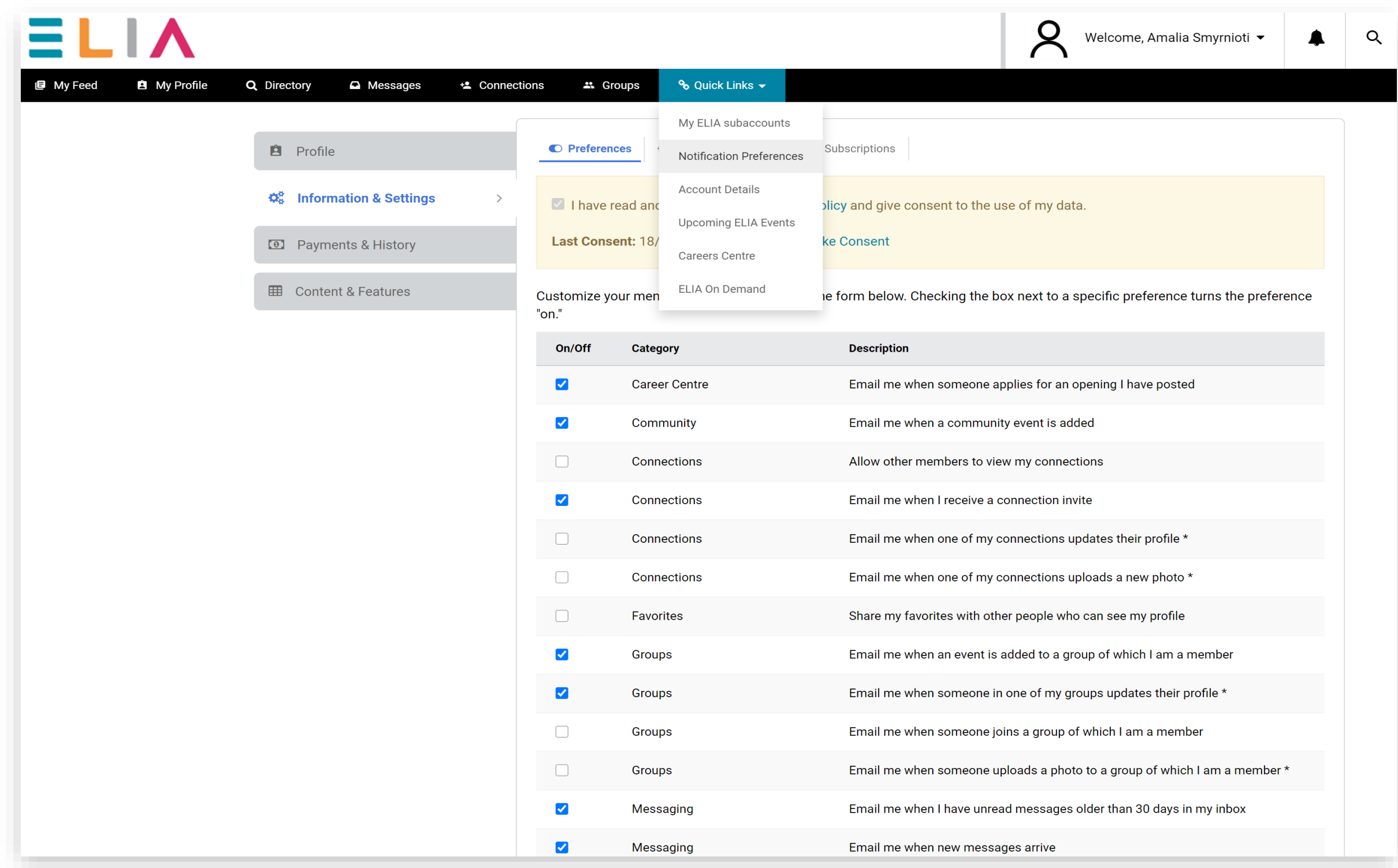
With Quick Links you can navigate to popular pages and actions, such as managing your Notification Preferences, Upcoming ELIA Events, and ELIA On Demand.






# Notification Preferences

Here is where you can manage your communication preferences. You can also configure your time zone and opt in or out of receiving community updates.




# ELIA On Demand

Here you can access video recordings of ELIA Online Sessions or signature events. View keynotes you missed or Platform meetings you were unable to attend.



Welcome, Amalia Smyrnioti







My FeedMy ProfileDirectoryMessagesConnectionsGroupsQuick Links

Community Blogs

Blogs

Manage Subscriptions

(To add a new blog, click the blog name below.)

Sort / Options	Name / Description	Posts	Last Activity
0  	<a href="#">ELIA Biennial 2020 Always on Showcase</a>	0	No activity
0  	<a href="#">ELIA Online Sessions Recordings</a>	13	17/02/2021

My ELIA subaccounts

Notification Preferences

Account Details

Upcoming ELIA Events

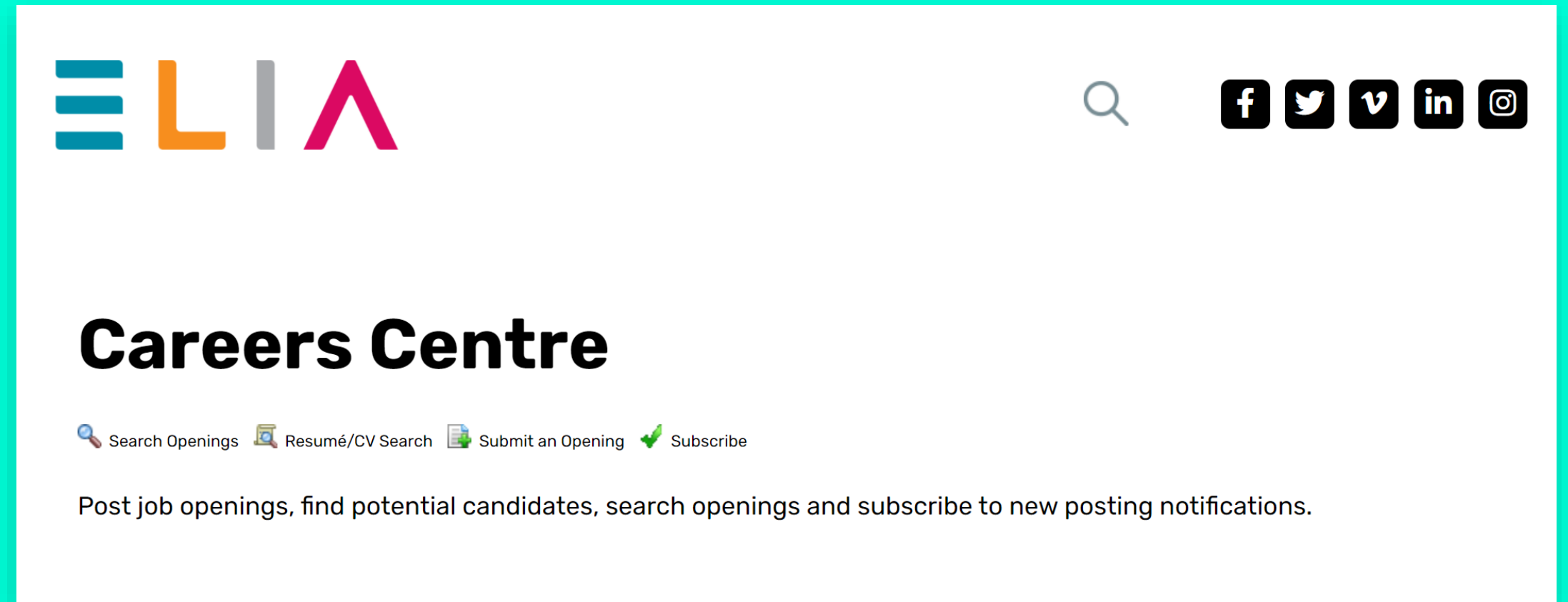
Careers Centre

ELIA On Demand



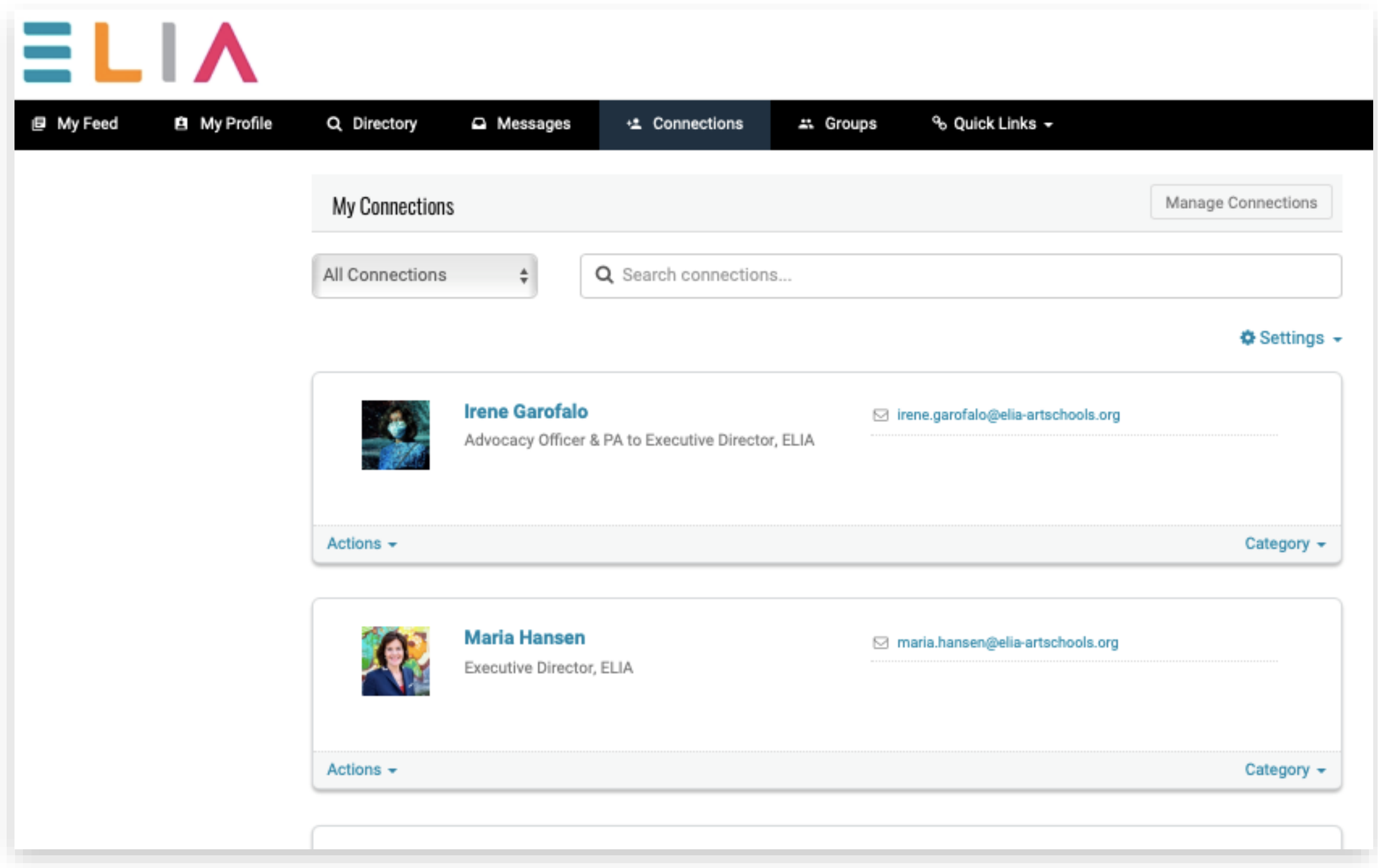
# Careers Centre

Through here, you can submit job vacancies for your institutions, browse for CVs and recruit the best candidates from the ELIA database.



# Connections

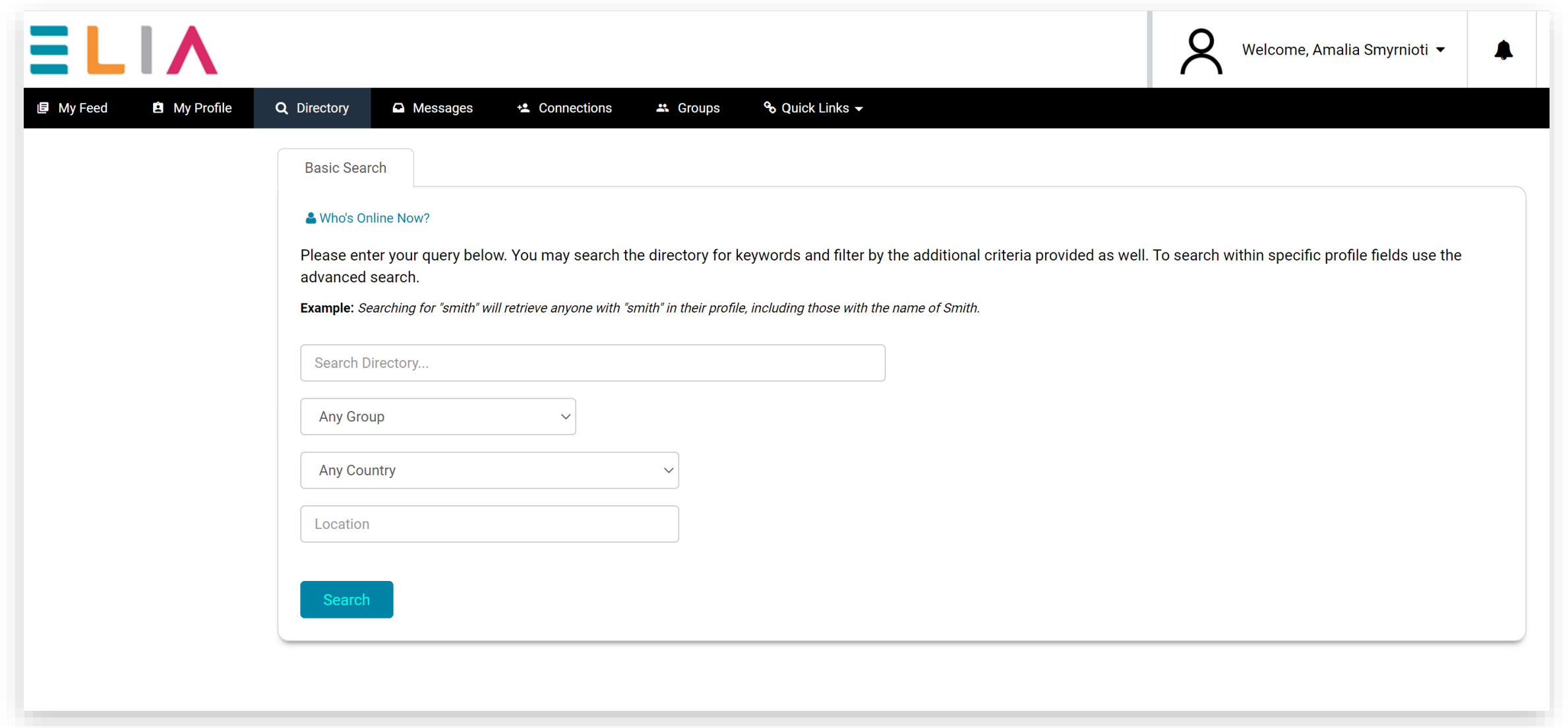
Like other social networks, MyELIA allows you to connect with other ELIA members. Updates and posts from your connections will appear under My Feed. A list of your current connections can be found through the Connections tab. Click on a name to view the profile. You can only view profiles of members you are connected with.





# Find Connections and Network

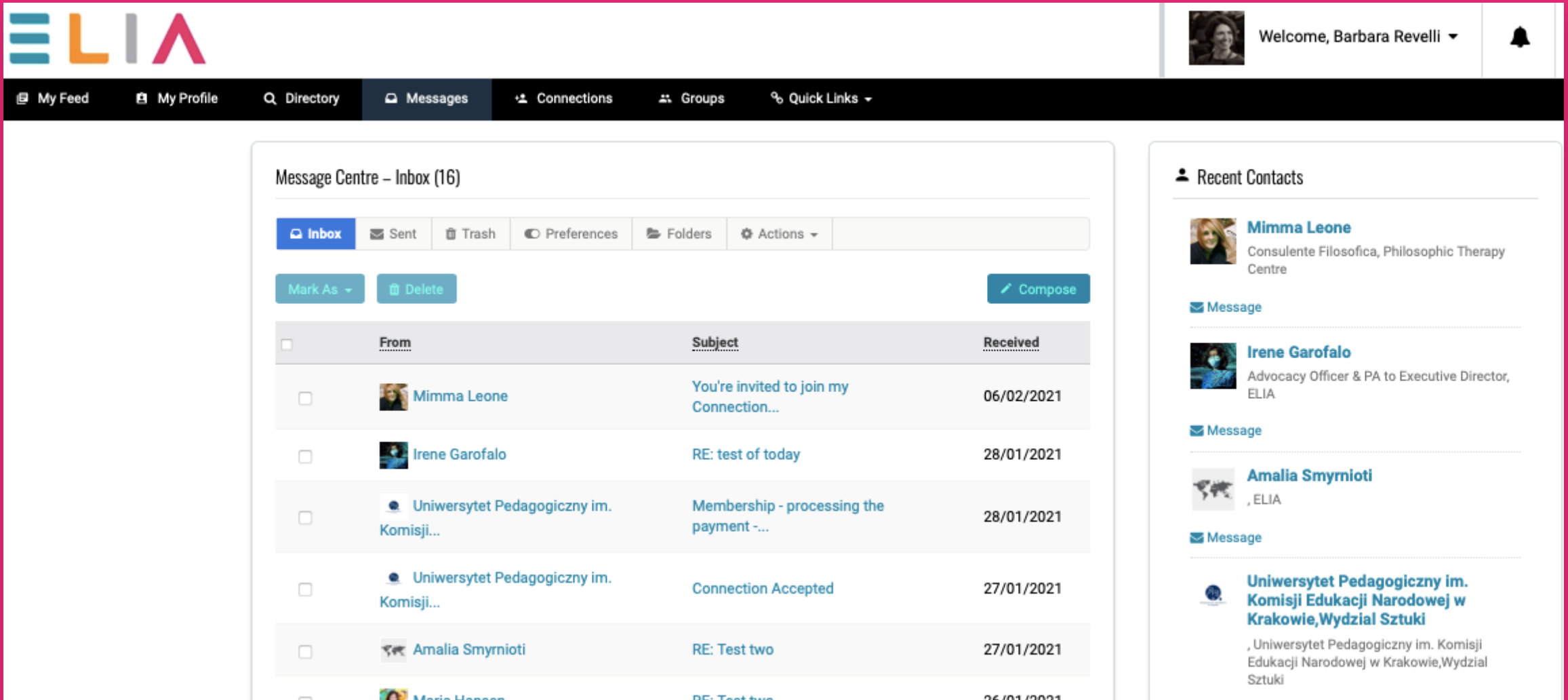
To find new connections, you can search for a specific contact by using the Directory tab. Clicking on 'Search' will show you all available results.



The screenshot displays the MyELIA web application interface. At the top, the ELIA logo is on the left, and a user profile section on the right shows a person icon, the text "Welcome, Amalia Smyrnioti", and a bell icon. Below this is a dark navigation bar with tabs: "My Feed", "My Profile", "Directory" (which is active), "Messages", "Connections", "Groups", and "Quick Links". The main content area is titled "Basic Search" and contains a section "Who's Online Now?". Below this, a text prompt asks the user to enter a query, explaining that they can search by keywords and filter by additional criteria. An example is provided: "Example: Searching for 'smith' will retrieve anyone with 'smith' in their profile, including those with the name of Smith." The search form includes a text input field labeled "Search Directory...", three dropdown menus for "Any Group", "Any Country", and "Location", and a blue "Search" button.

# Messages

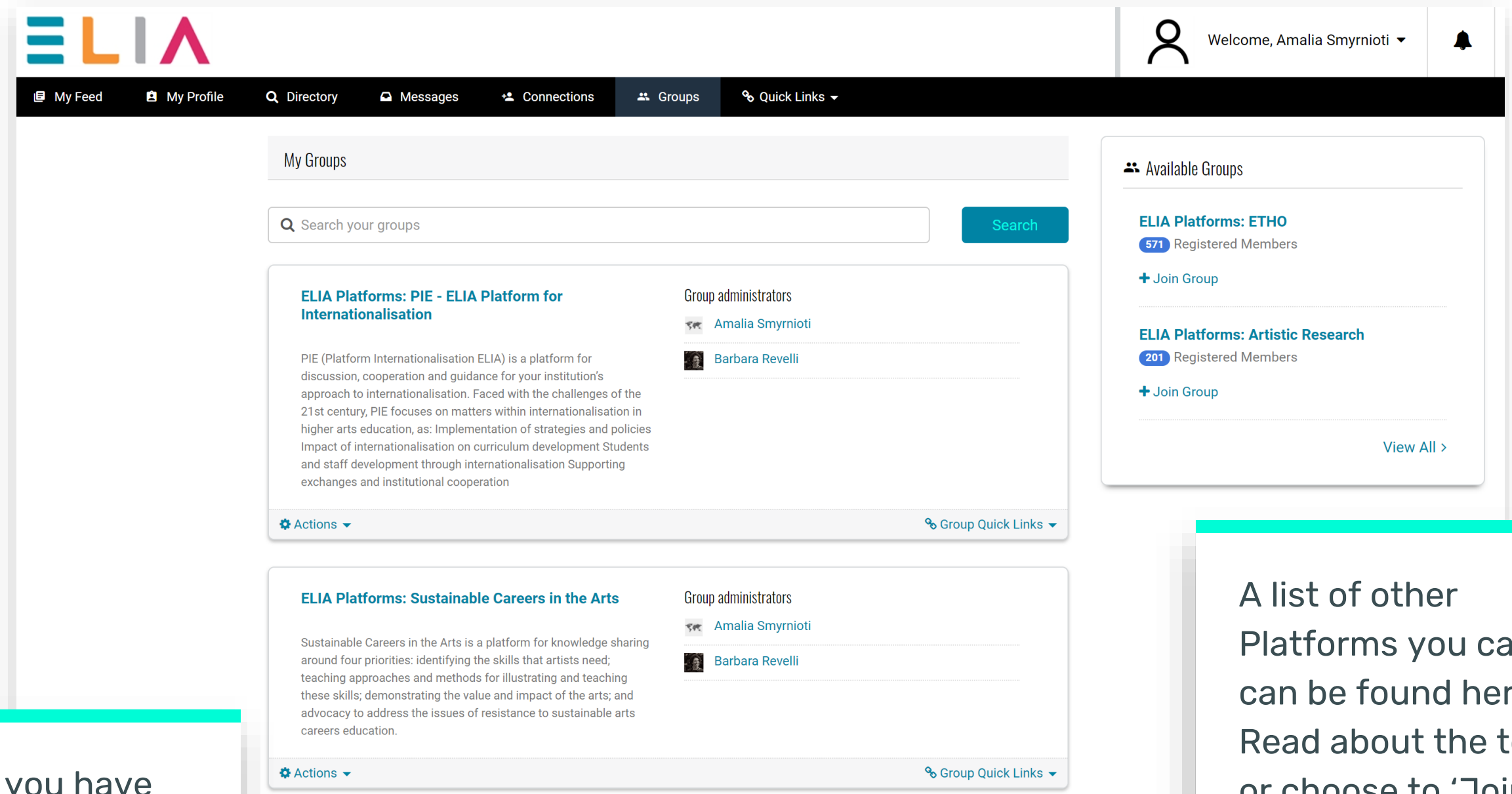
This is where you will find messages from your connections and other members. Here you can read, reply to, and send messages. Message preferences enable you to choose whether you receive an email when someone sends you a message. You also have the option to receive a reminder email when you have unread messages older than 30 days in your inbox. You can update these preferences through Notification Preferences under Quick Links.



# Platforms

Are you interested in accessing the ELIA Platforms? You can now join any Platform through your Profile. Simply click on the Groups tab to view the available Platforms and groups. Read the group topic and click on 'Join Group' to become a member.

Platforms you have joined appear here.



A list of other Platforms you can join can be found here. Read about the topic or choose to 'Join Group'.

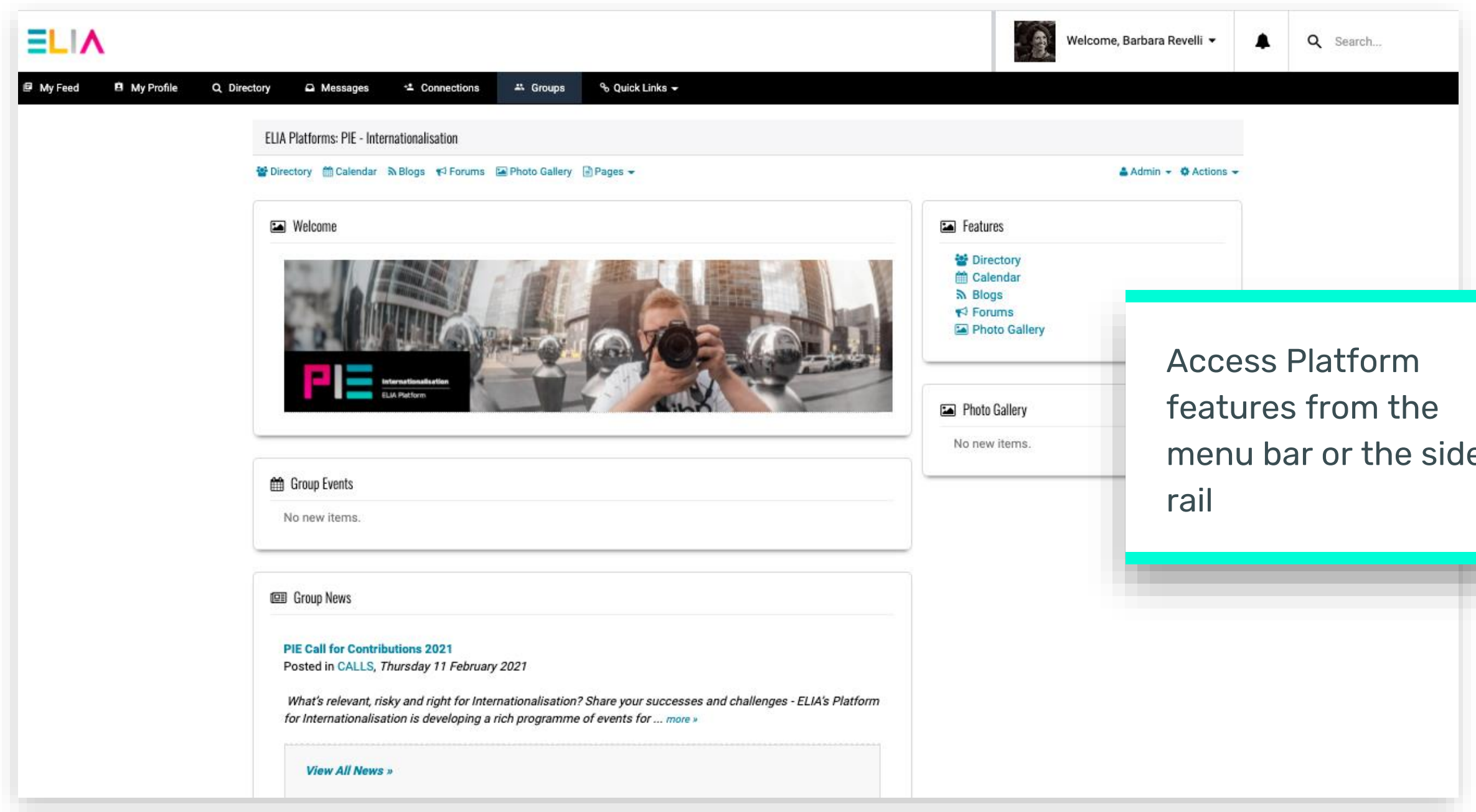


## ELIA Platforms

Are you already part of an ELIA Platform? Discover what Platforms can do for you. All staff members of ELIA institutions can join ELIA Platforms and contribute to Platform discussions. You can also stay up to date with Platform News. On the Platform's main page, follow the Group Feed and post your own thoughts and ideas.

# Platform – Main Feed

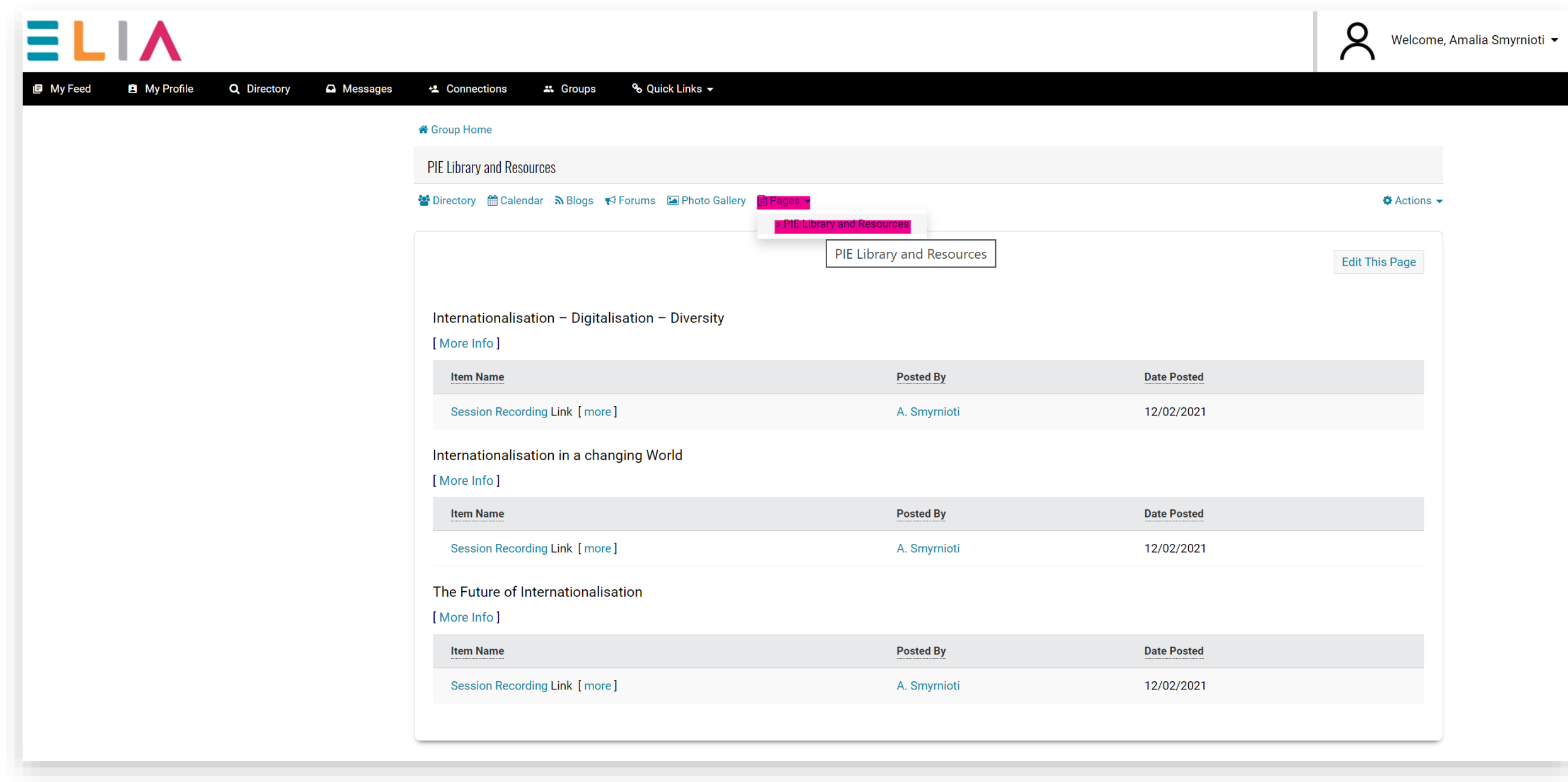
The Main Feed allows you to stay up to date with Platform News and the latest activities. Keep an eye on upcoming events and get links to register.



Access Platform features from the menu bar or the side rail


# Platform – Library and Resources

Here you can find valuable content related to the Platform topic, as well as video recordings and presentation materials from Platform Events.






# Platform – Blog


Platform Blogs are where you can find official communications from the Platform’s Working Group. You can easily access blogs from the group menu bar.





Welcome, Amalia Smyrnioti





 My Feed


 My Profile

 Directory

 Messages


 Connections


 Groups


 Quick Links


Group Home


Blogs - ELIA Platforms: PIE - ELIA Platform for Internationalisation


 Directory

 Calendar


 Blogs

 Forums

 Photo Gallery

 Pages

Actions

 Blogs

[Manage Subscriptions](#)

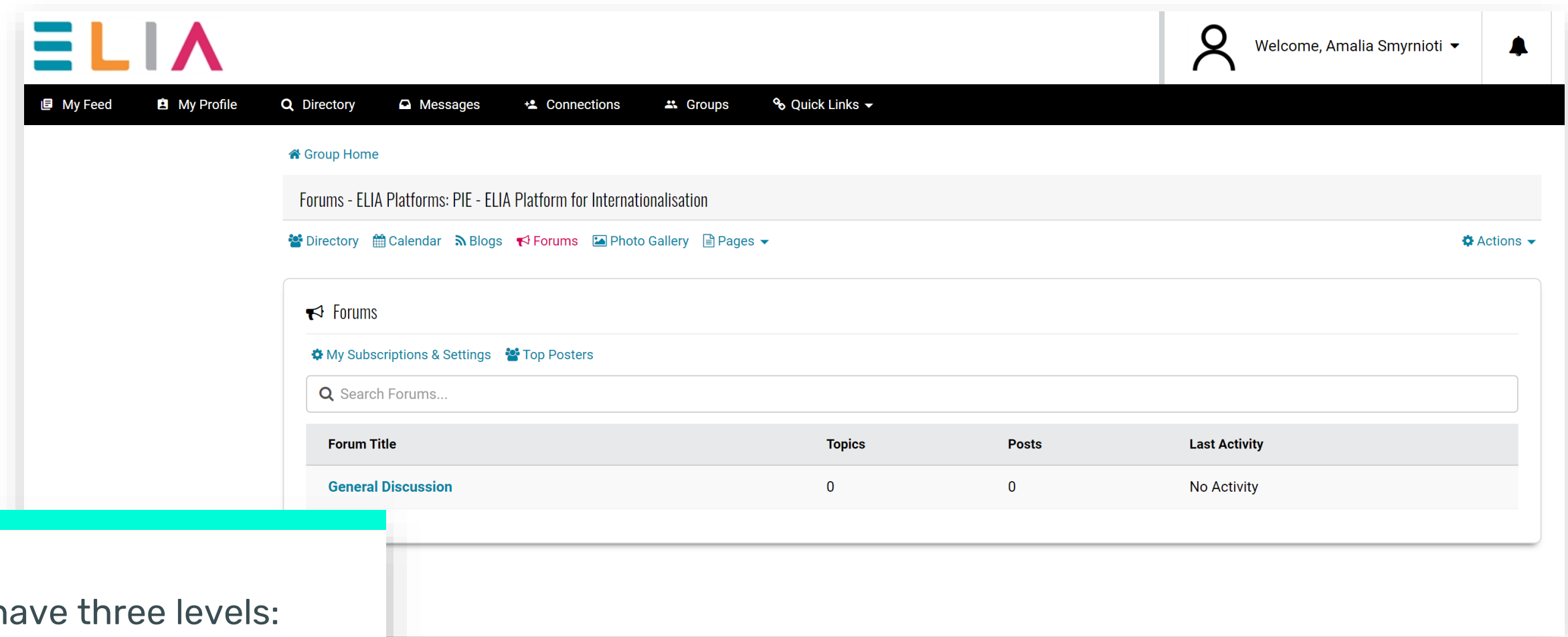
Name / Description	Posts	Last Activity
<a href="#">PIE - ELIA Platform for Internationalisation</a>	0	No activity

Select the blog you wish to view and click on ‘Subscribe’ to receive notifications in your email about blog activity.



# Platform – Forums

Platform Forums are where members can engage in topic discussions. You can easily access the forums from the group menu bar.



Forums have three levels: Categories, Topics, and Posts. Subscribe to receive notifications.

**If you have any questions,  
we are here to help!**

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+31(0)20 330 116**