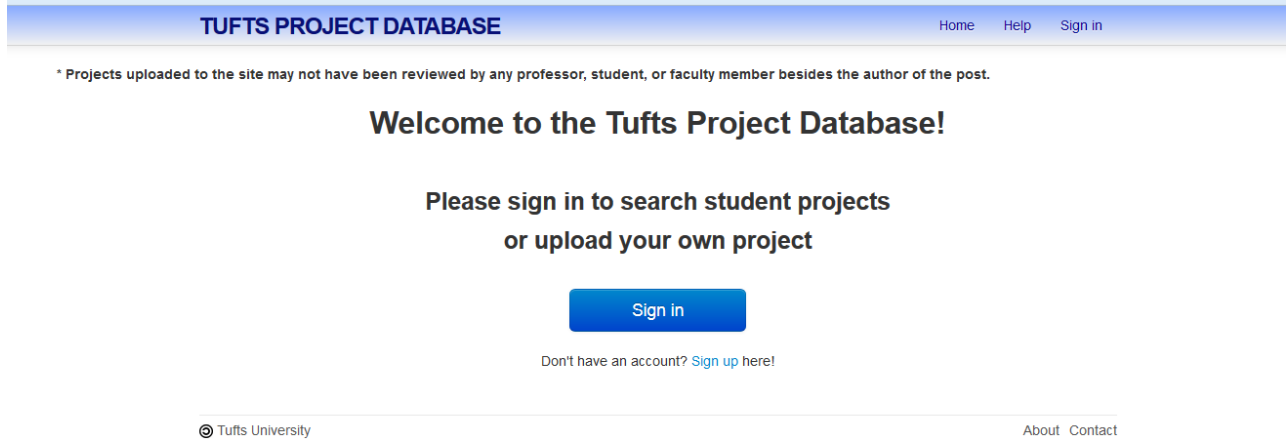


How to use and access the Sustainability Project Database

Making an Account

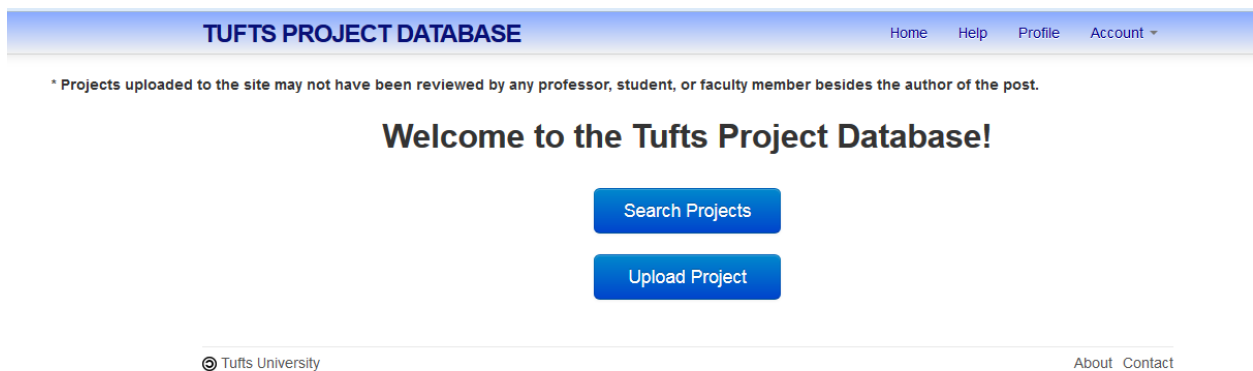
1. Sign up for an account <http://projects.sustainability.tufts.edu/>



2. A verification email will be sent to your Tufts email address. Click the link in the email to verify your account. You can now upload projects, search for projects, and change your user settings.

Uploading Projects

1. Once you have signed in, click the 'Upload Project' button on the homepage.



2. On the new page, input all required information, which is marked with an * asterisk, and any other optional information. Please note that the more information you provide, the easier it will be for your project to be found, read, and utilized by others for continued research.

* Projects uploaded to the site may not have been reviewed by any professor, student, or faculty member besides the author of the post.

Upload Project

** means required input*

* Project Title

* Semester Completed

* Year Completed

* Project Type

Department

Course Number

Professor (Last Name)

Keywords ▾

[remove](#)

Add Keyword

3. Add your project files. Valid file extensions include doc, docx, jpeg, jpg, mov, mp3, mp4, pdf, png, pptx, tiff, and xlsx. File sizes must be less than 20MB, but you may upload more than one file if need be.

Professor (Last Name)

Keywords ▾

[remove](#)

Files ▾
 No file selected. [remove](#)

[Cancel](#)

4. Hit 'Create' when you have entered all relevant information.

Searching for and Viewing Projects

1. Click the 'Search Projects' button on the homepage.

TUFTS PROJECT DATABASE [Home](#) [Help](#) [Profile](#) [Account ▾](#)

* Projects uploaded to the site may not have been reviewed by any professor, student, or faculty member besides the author of the post.

Welcome to the Tufts Project Database!

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2. Fill in any of the fields, and hit 'Search' to find a project. 'Advanced Search' provides additional criteria as options.

TUFTS PROJECT DATABASE [Home](#) [Help](#) [Profile](#) [Account](#) ▾

* Projects uploaded to the site may not have been reviewed by any professor, student, or faculty member besides the author of the post.

Project Title

Professor (Last Name)

Department

Keywords

[Search](#)


[Advanced Search](#)

← Previous 1 2 3 4 5 Next →

3. Click on the project title to view more information (professor, class, project type, etc.) and to find the files available for download.

TUFTS PROJECT DATABASE [Home](#) [Help](#) [Profile](#) [Account](#) ▾

* Projects uploaded to the site may not have been reviewed by any professor, student, or faculty member besides the author of the post.



Communicating Environmental Messages: a study on the Tufts Medford Campus

[1. Communicating_Envl_Msgs_Senior_Project_Final_Draft.docx](#)

Project Type: Independent Project
Department: EXP
Course Number: 194
Keywords: communication, environmental messaging, greenwise, medford, medford campus, media, messaging, psychology, sustainability, tufts daily, writing

- Uploaded Spring 2013 -

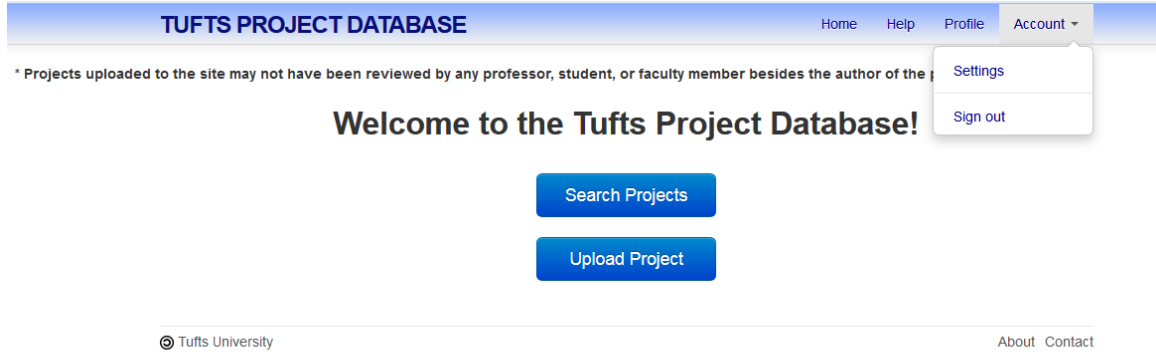
[Edit](#) [Delete](#)

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4. Click the file name to download it.

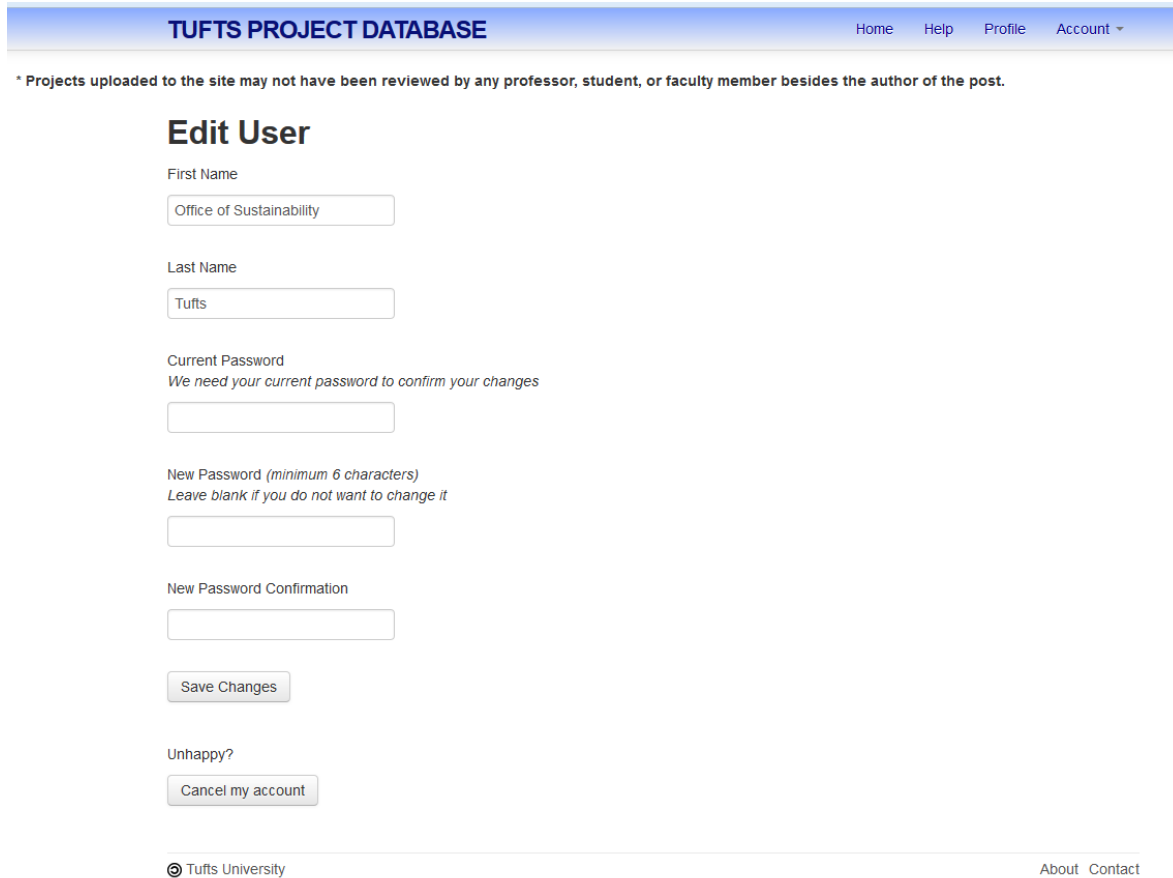
Account Settings

1. To change your username and password, or to delete your account, go to the navigation bar, click 'Account,' and select 'Settings' from the dropdown.



The screenshot shows the top navigation bar of the Tufts Project Database website. The navigation bar includes the site name "TUFTS PROJECT DATABASE" on the left and links for "Home", "Help", "Profile", and "Account" on the right. The "Account" dropdown menu is open, displaying "Settings" and "Sign out" options. Below the navigation bar, a disclaimer states: "* Projects uploaded to the site may not have been reviewed by any professor, student, or faculty member besides the author of the post." The main content area features a large heading "Welcome to the Tufts Project Database!" and two prominent blue buttons: "Search Projects" and "Upload Project". At the bottom of the page, the footer contains "© Tufts University" on the left and "About Contact" on the right.

2. When you are finished making changes, click 'Save Changes' near the bottom of the page.



The screenshot displays the "Edit User" form on the Tufts Project Database website. The navigation bar at the top is identical to the previous screenshot, with the "Account" dropdown menu open. The main heading is "Edit User". The form contains several input fields: "First Name" with the value "Office of Sustainability", "Last Name" with the value "Tufts", "Current Password" (with a note: "We need your current password to confirm your changes"), "New Password (minimum 6 characters)" (with a note: "Leave blank if you do not want to change it"), and "New Password Confirmation". Below the form is a "Save Changes" button. At the bottom of the form, there is a section labeled "Unhappy?" with a "Cancel my account" button. The footer at the bottom of the page includes "© Tufts University" on the left and "About Contact" on the right.