

How to use Ariadne's portal

A guide to our upgraded platform

HOW TO USE
ARIADNE'S
PORTAL

ARIADNE 

European Funders for Social Change and Human Rights

How to:

Login

Edit your profile

Search the directory

Join a community

Post a thread

**Explore the
'information' tab**

**Explore the
'downloads' tab**

Set up 2FA

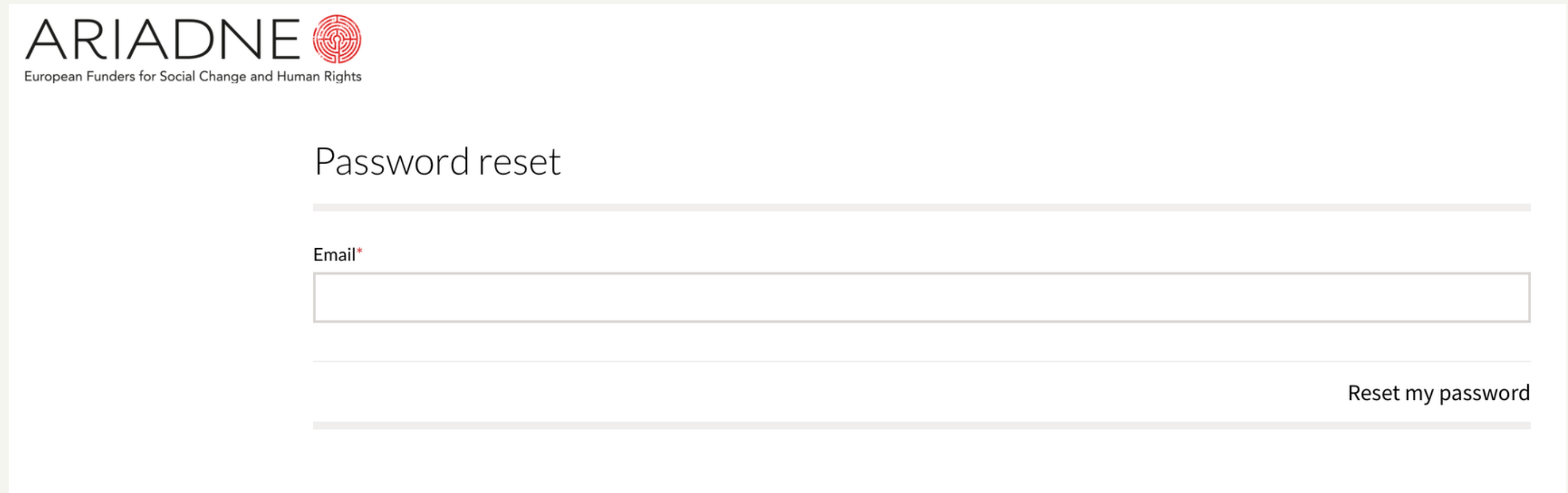
**Change your
notification settings**

Login (your first visit) 1/2

To login for the first time, you'll need to reset your password.

Follow the instructions at [**portal.ariadne-network.eu/accounts/password_reset/**](https://portal.ariadne-network.eu/accounts/password_reset/)

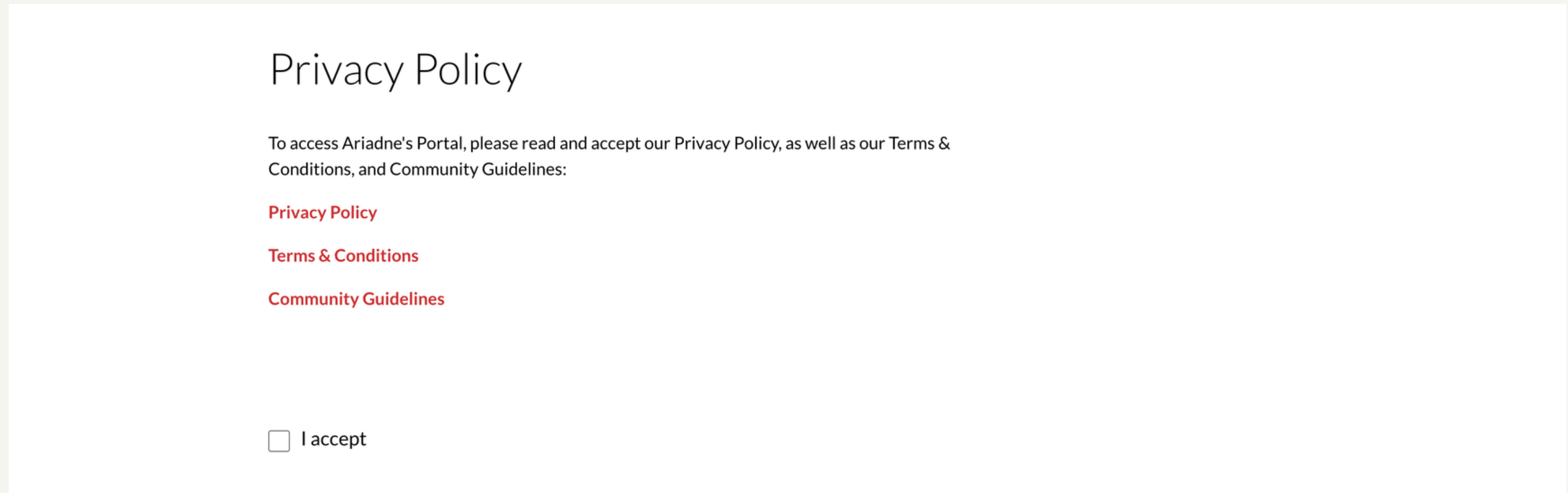
If you don't receive a password reset email, check your junk folder.



The screenshot shows the Ariadne Network logo at the top left, which includes the text "ARIADNE" and "European Funders for Social Change and Human Rights" next to a red circular icon. Below the logo, the heading "Password reset" is displayed. Underneath, there is a horizontal line, followed by the label "Email*" and a text input field. At the bottom right of the form area, there is a button labeled "Reset my password".

Login (your first visit) 2/2

To access the portal, you'll have to read and accept these policies. Click on each of the three policies to read them. Then, tick the **I accept** box and click the **submit** button.



Login (subsequent visits)

Go to portal.ariadne-network.eu.

Or, find the [member login](#) link at the bottom of Ariadne's website.

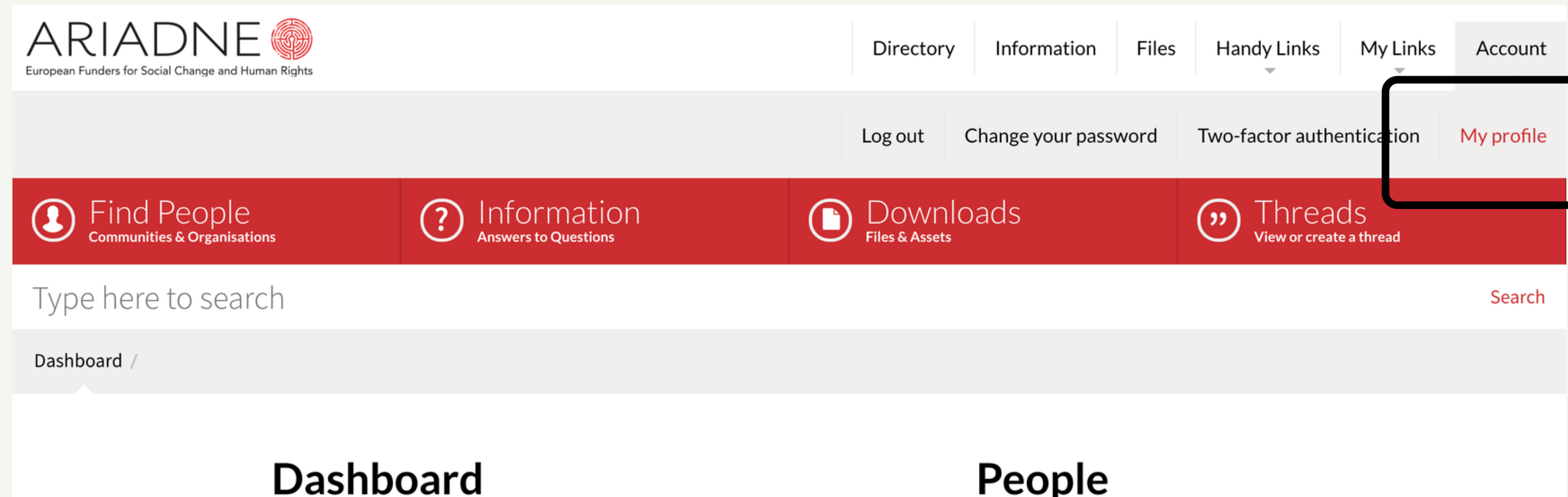
Enter your username (email address) and password.

The screenshot shows the Ariadne Network login interface. At the top left is the Ariadne logo with the text "ARIADNE" and "European Funders for Social Change and Human Rights". At the top right is a link for "Account" with a dropdown arrow. The main heading is "Log in". Below it is a horizontal line. The "Username:" label is followed by a text input field containing the red text "Enter your email address here". The "Password:" label is followed by a text input field containing the red text "Enter your password here". At the bottom right, there are links for "Forgot Password?" and "Log in".

Edit your profile 1/2

When you first login to the platform, please refresh your profile.
Click **Account** in the top right-hand side of the screen.
Then, click **My profile**.

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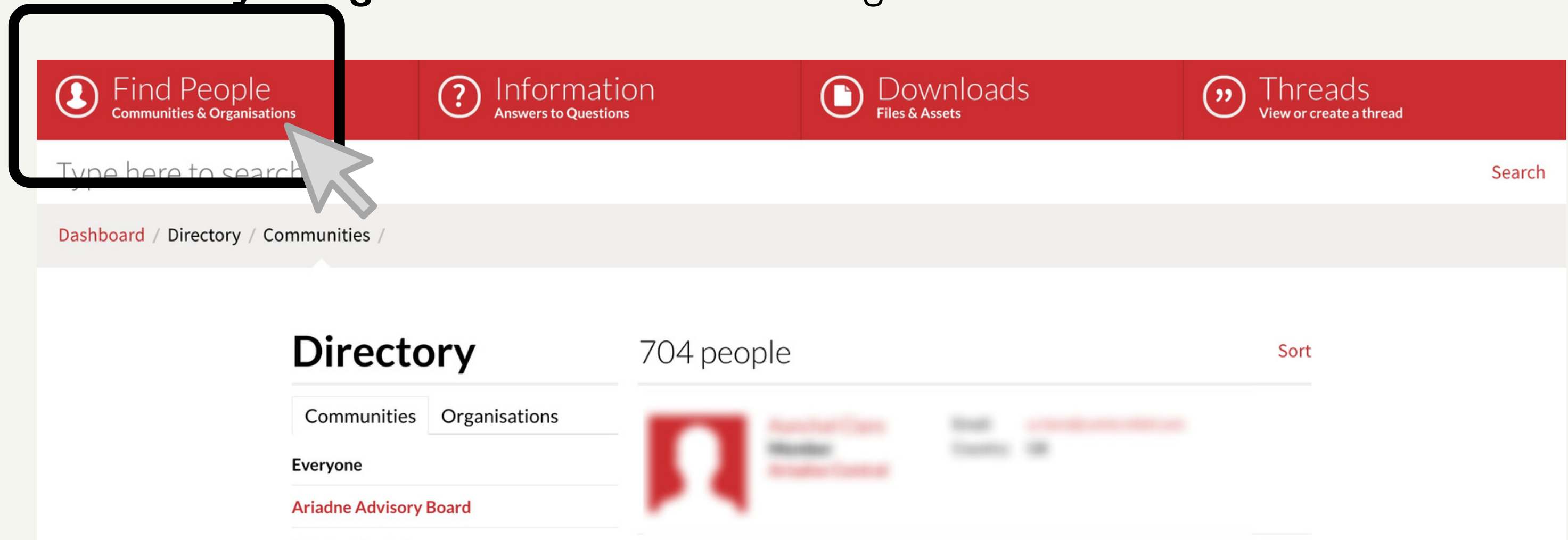
Edit your profile 2/2

Click **Edit**, then select **Core details**, **Organisations**, **Can help with**, or **If unavailable** to update different aspects of your profile. Don't forget to add a profile picture too!

The screenshot shows a web interface for editing a profile. At the top, there is a breadcrumb trail: "Dashboard / Directory / Firstname Lastname /". On the right side of this trail is an "Edit" button with a small upward-pointing arrow. Below the breadcrumb trail is a horizontal menu with four items: "Core details", "Organisations", "Can help with", and "If unavailable". Each item has a small downward-pointing arrow. The main content area below the menu features a large heading "Firstname Lastname". To the left of this heading is a placeholder image of a wooden mannequin. To the right of the image is a list of profile details: "Position: Demo Profile", "Email: portal-help@ariadne-network.eu", "City: Brussels", "Country: Belgium", and "Organisation: 1. Ariadne". Below these details is a short bio: "I'm Ariadne's demo profile!".

Search the directory

For lists of users, communities and member organisations, click **Find People**. Click on a user to view their **profile**, or on a **community** or **organisation** to see who belongs to it.



Join a 'community'

A community is either **open** or **closed**.

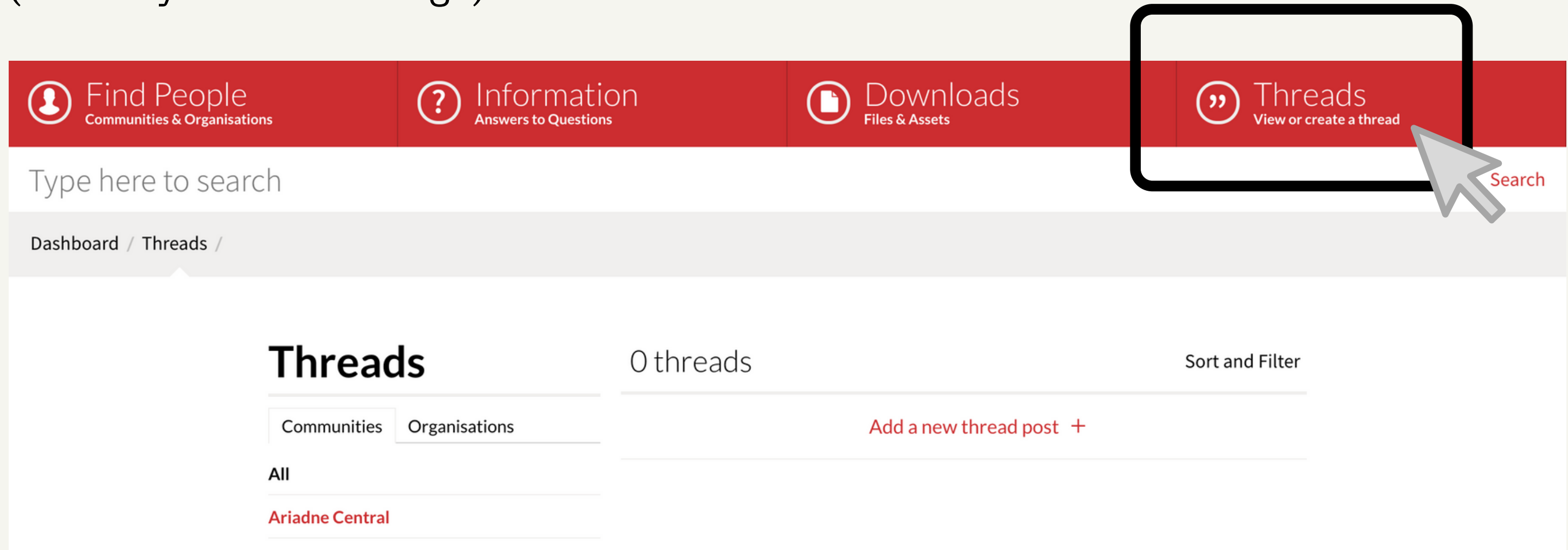
To join an open community, click it, then click **Join Community**.

To join a closed community, email its owner (listed below the description).

The screenshot shows a web interface for a directory. On the left, under the heading 'Directory', there are two tabs: 'Communities' (selected) and 'Organisations'. Below the tabs is a list of community names: 'Everyone', 'Ariadne Advisory Board', 'Ariadne Central', 'Ariadne Deutsch', 'Ariadne Français', 'Ariadne Italiano', 'Ariadne Mentoring Scheme Alumni (Mentees)', and 'Ariadne Mentoring Scheme Alumni (Mentors)'. On the right, the details for 'Ariadne Deutsch' are displayed. It includes an 'Email' field with the address 'ariadne-deutsch@portal.ariadne-network.eu', a 'Description' field with text about the community's focus on philanthropy in German, and an 'Owner' field with the name 'Hannah Stevens'. At the bottom right of the details section, there is a button labeled 'Join community +' with a plus sign icon. A mouse cursor is pointing at this button, which is highlighted with a black rectangular box.

Post a 'thread' (via the platform) 1/2

To see a list of communities you're a member of, click **Threads**.
Click on the name of a community to browse past threads
(formerly known as blogs).



Post a 'thread' (via the platform) 2/2

To post a thread, click **Add a new thread post** and follow the instructions.

NB: Posting (or commenting on) a thread sends an **email notification** to each member of the community.

The screenshot shows a web form titled "Add a new thread post" with a "Close" button in the top right corner. The form contains the following fields and options:

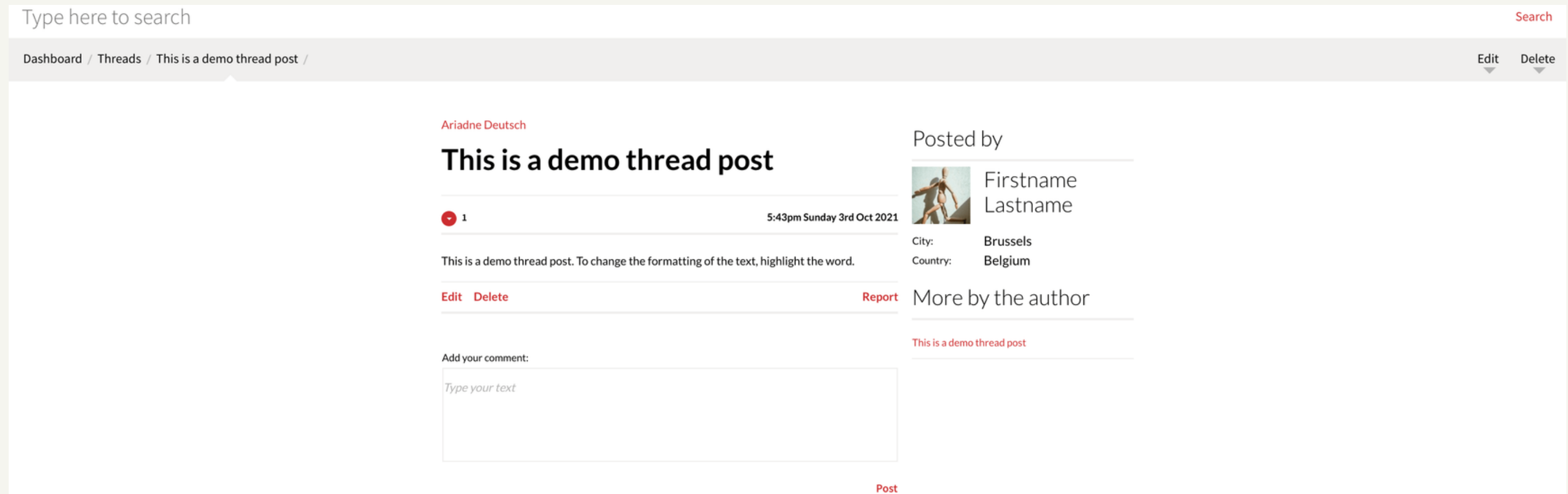
- Post this thread to a Community:** A dropdown menu with "Ariadne Deutsch" selected.
- Title:** A text input field containing "This is a demo thread post". A floating toolbar with icons for Bold (B), Italic (I), Underline (U), Hash (#), H2, H3, and Quote (") is visible above this field.
- Content:** A larger text area containing "This is a demo thread post. To change the formatting of the text, highlight the word." The word "word" is highlighted in blue.
- Image:** A "Choose file" button with "No file chosen" text next to it.
- Comments:** Two checkboxes: "Show comments" (checked) and "Lock comments" (unchecked).
- Attachment:** A "Choose files" button with "No file chosen" text next to it.

A "Save" button is located at the bottom right of the form.

Leave a comment (via the platform)

To comment on a thread post, click it, type in the **Add your comment** box, click **post**.

NB: Posting (or commenting on) a thread sends an **email notification** to each member of the community.



Post a 'thread' (via your inbox 1/2)

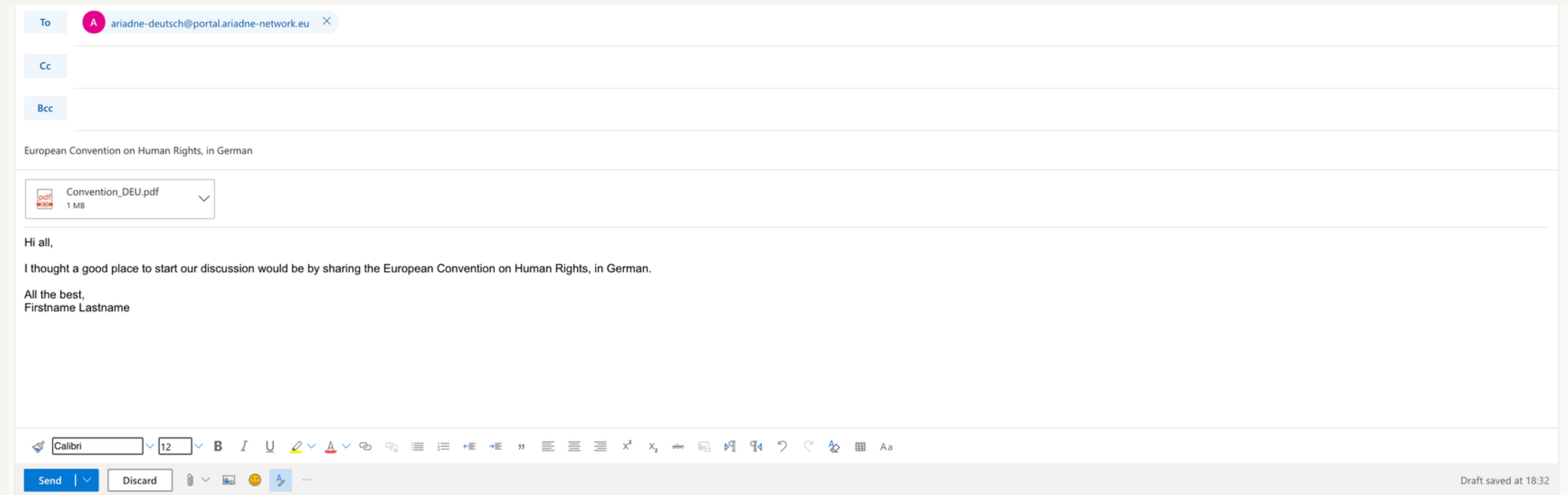
To find the **email address of a community**, go to the **Directory**, then click on the community you're looking for. Its email address will be listed in its **description**.

The screenshot shows the 'Directory' section of the Ariadne Portal. On the left, there are tabs for 'Communities' and 'Organisations', with 'Communities' selected. Below the tabs is a link 'Add a new community +'. A list of communities is shown, including 'Everyone', 'Ariadne Advisory Board', 'Ariadne Central', 'Ariadne Deutsch', 'Ariadne Français', 'Ariadne Italiano', and 'Ariadne Mentoring Scheme Alumni'. The 'Ariadne Deutsch' community is selected, and its details are shown on the right. The description for 'Ariadne Deutsch' is: 'Ariadne Deutsch soll den Austausch über Philanthropie in deutscher Sprache oder über Themen von spezifischer Relevanz für den deutschsprachigen Raum ermöglichen. Wir laden alle Mitglieder herzlich dazu ein, zu dieser Community beizutragen und gerne auch neue Mitglieder für Ariadne Deutsch vorzuschlagen. Wir freuen uns auf Ihren Beitrag!'. A callout box with a mouse cursor points to the email address 'ariadne-deutsch@portal.ariadne-network.eu' in the description. Below the description, the owner is listed as 'Hannah Stevens'. At the bottom of the community page, there is a red button labeled 'Leave community ×'.

Post a 'thread' (via your inbox 2/2)

Create a new email. Put the community's email address in the **to** field, the post's title in the **subject** field, and your message in the body of the email. You can also attach documents, insert images etc. Then, click **Send**.

NB: Posting a thread sends an **email notification** to each member of the community.

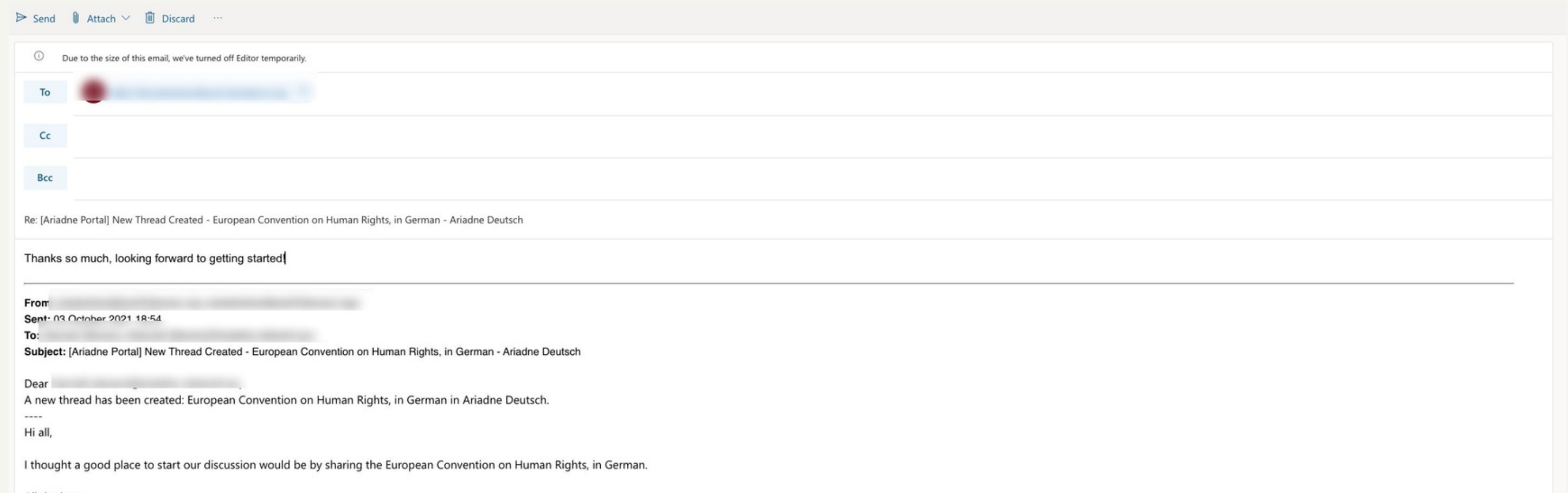


The screenshot shows an email composition window. The 'To' field contains 'ariadne-deutsch@portal.ariadne-network.eu'. The subject line is 'European Convention on Human Rights, in German'. A PDF attachment named 'Convention_DEU.pdf' (1 MB) is attached. The body text reads: 'Hi all, I thought a good place to start our discussion would be by sharing the European Convention on Human Rights, in German. All the best, Firstname Lastname'. The interface includes a rich text editor toolbar with options for font (Calibri), size (12), bold, italic, underline, link, unlink, list, and other formatting tools. At the bottom, there are 'Send' and 'Discard' buttons, and a status indicator 'Draft saved at 18:32'.

Leave a comment (via your inbox)

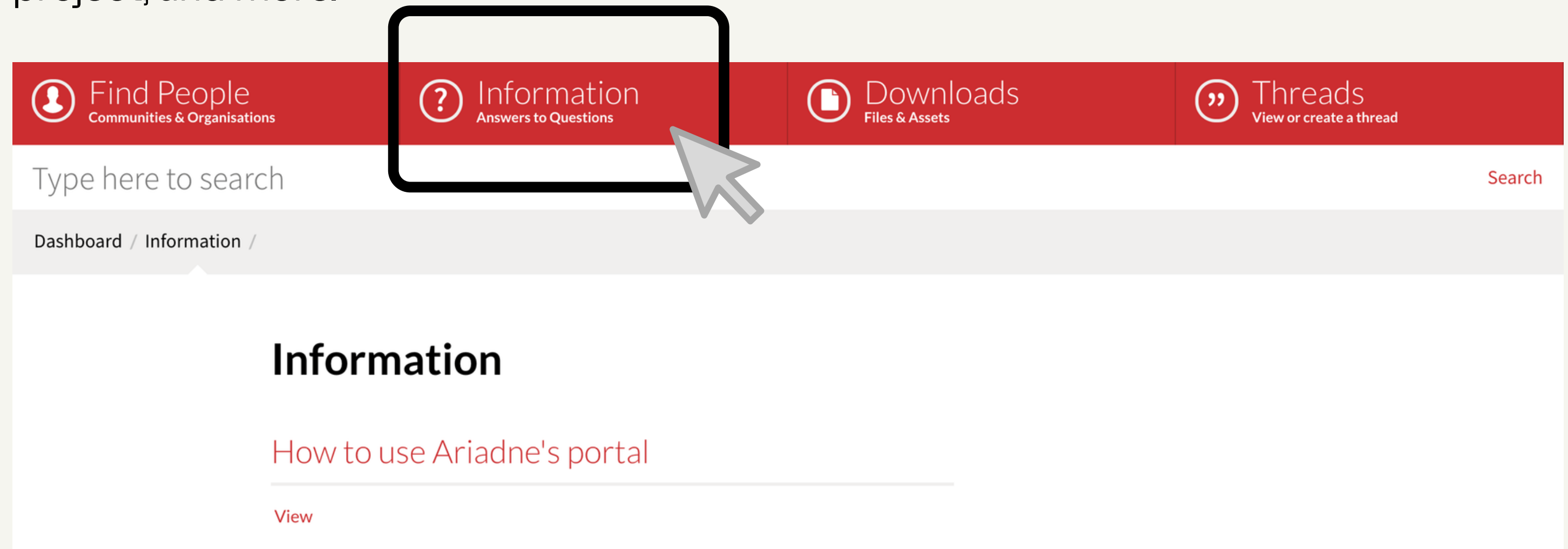
To comment on a thread post from your inbox, simply click **Reply** on the email notification it relates to, write your comment, then click **Send**.

NB: Replying to an **email notification** sends another email notification to each member of the community.



Explore the 'Information' tab

Click on the **Information** tab for upcoming events, resources from past events, career opportunities, the advancing human rights project, and more.



Explore the 'Downloads' tab

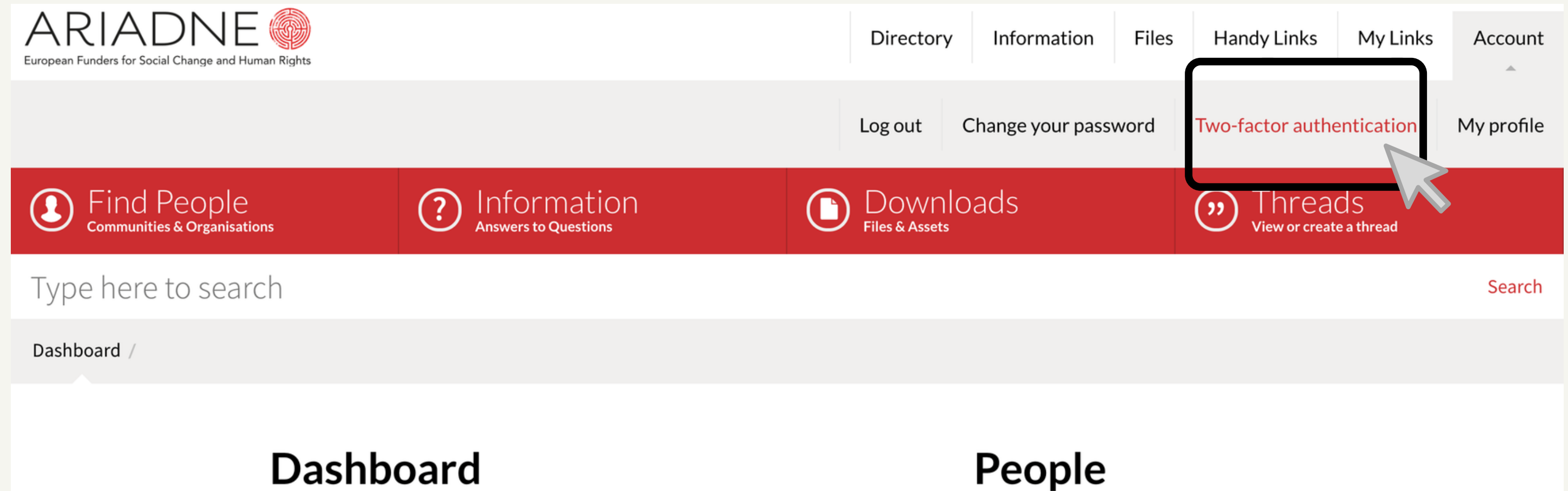
Click on the **Downloads** tab to find key resources uploaded by the Ariadne staff team.

The screenshot shows the Ariadne portal navigation bar with four tabs: 'Find People' (Communities & Organisations), 'Information' (Answers to Questions), 'Downloads' (Files & Assets), and 'Threads' (View or create a thread). The 'Downloads' tab is highlighted with a red box and a mouse cursor. Below the navigation bar is a search bar with the placeholder text 'Type here to search' and a 'Search' button. Below the search bar is a breadcrumb trail: 'Dashboard / Files /'. The main content area shows a 'Files' section with '1 file' and a 'Sort' button. There are two tabs: 'All' and 'Downloads'. The 'Downloads' tab is selected. Below the tabs is a table with one row of file information:

What	Where	Who	When
Ariadne Management Accounts 2019-20	Downloads	Hannah Stevens	3:41pm Friday 1st Oct 2021

Set up two-factor authentication

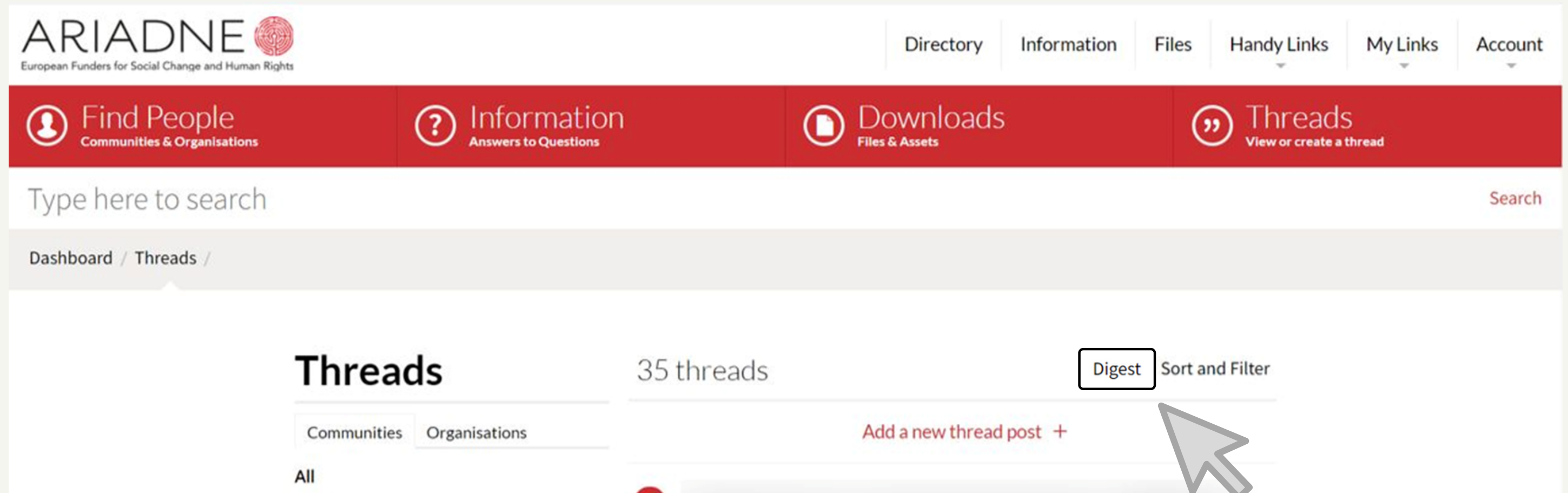
Two-factor authentication (2FA) strengthens security by requiring two methods to verify your identity. We encourage you to set this up by clicking **Account** then **Two-factor authentication** and following the instructions.



Settings – daily digest

Users automatically receive our 'daily digest' – an email sent once per day summarising portal activity over the previous 24 hours.

We hope you'll like this feature, but if you'd prefer not to receive these daily updates, go to **Threads, Digest**, select **no digest emails**, and click **Save**.



Settings – immediate notifications

Users are automatically opted out of receiving **immediate notifications**.

But, if you'd like to receive an email each time a user posts a thread to a community you're a member of (or comments on it), you can.

To do this, tick the **immediate notifications** box in your profile.

The screenshot shows a user profile settings form with the following fields:

- Change: No file chosen
- City:
- Country:
- Phone:
- Email address*:
- Position:
- Bio:
- Immediate notifications
Check to receive notifications as soon as new threads are created.
-

A black rounded rectangle highlights the 'Immediate notifications' checkbox and its label. A mouse cursor is pointing at the bottom right corner of this highlighted area.

Need a little more help?

Join a **micro training session** or email **portal-help@ariadne-network.eu**

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