# How to set it up

<div style="border:3px solid red">

## <u>KEY INFORMATION</u>

**Gateway URL:** *www.postgraduate-funding.com/gateway*

**Your University PIN (For prospective students): _____**

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Setting up the Alternative Guide Online (AGO) is easy, and requires very little work. This leaflet explains everything you need to know. The **first two pages contain the core details**. Pages 3-4 are supplementary additional information that you can read if you are interested in understanding the technicalities of how our login system functions 'under the bonnet' or want to implement a more sophisticated setup. But it is not essential to know this.

All you need to do is to decide where to put the **Gateway URL** *www.postgraduate-funding.com/gateway*. It can be placed anywhere on your university webpages - both public and intranet, and any department can promote it. It **does not require password protection**, or restriction to the intranet. We encourage you to promote the URL widely as possible on your public webpages, and in emails and literature.

Authentication and logon to the AGO is all handled automatically by this Gateway. It allows all current students (including undergraduates) and staff to create a personal account using their university email address, or to just log straight in automatically when on campus. Prospective students (who obviously don't have a university email address yet) can use your unique university **PIN number** to create an account and logon. Creating personal accounts takes about 30 seconds. To avoid piracy, please to not place the prospective student PIN on any public internet page, but please distribute it via email and on literature.

On page 3, we describe how the Gateway actually works. It's not essential to know this, but it might be interesting and potentially useful. You can also watch a short video about setting up the AGO here:

*www.postgraduate-funding.com/gatewayvideo*

# Promoting the Alternative Guide: Some Suggestions

You can link to the AGO from anywhere in your webpages– both public and intranet.  You are welcome to link to it from the Graduate School, Careers Service, Student Funding Office, Research Office, or indeed anywhere else.  The more widely it is linked too, the  better the impact will be.

It's also a really smart move to include some **promotional text** with the Guide when it is promoted,  so students know what it is when they see it!   **A picture** is extremely important in catching students' attention. We encourage you to use our mascot, **Jacob the Crow**, who never fails to stand out! For best effects, link the image of Jacob to the Gateway URL!

You can see a **template** of what this might look like on your WebPages below. Note that the template text and image (plus other images!) are available for you to use at  *www.postgraduate-funding.com/promote*.

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## THE ALTERNATIVE GUIDE TO POSTGRADUATE FUNDING



The Alternative Guide to Postgraduate Funding Online is all about **alternative sources of funding** - especially charities - which can make awards (fees, maintenance, research costs) to any student regardless of subject, or nationality.

The Alternative Guide Online contains a huge database of funding opportunities, comprehensive guidance, and numerous tools to help you prepare a winning grant application.                 has purchased a licence to the Guide, and so it's **free** for all students and staff to use! Logon Now!

If you are a prospective student who has applied to the university, please *email* to get an access PIN**

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*\* This line is optional, but can improve access for prospective students. The email address can be your department's email address, and you can reply with the PIN. Or alternatively, you can just create an email account (e.g. ago@youruni.ac.uk) which **automatically emails back the PIN to anyone who emails it.***

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# Emails, Posters and Flyers

Other methods of promotion are a great idea too! We definitely suggest that an email to postgraduate students informing them about the Gateway and pointing them to  **www.postgraduate-funding.com/gateway**.

Traditional methods of promotion are great too. So we've also included some colourful **posters** for you put up, and a sheet of black and white **flyers** for you to photocopy and give out to students. If you want more posters, let us know!

If you want to **print the flyers** rather than photocopy them, please let us know, and we can provide them as computer files, in black and white or in colour.

# The Gateway: How it Works

If you are interested, this section explains how the AGO Gateway actually works! It isn't essential to understand this, but it is useful. This is the gateway screen at **www.postgraduate-funding.com/gateway**.



As you can see, the Gateway is intuitive and simple to use, requiring no explanation to a student user. When they visit the gateway, the student can **logon** (blue box), or **create an account** (green box) if it is their first time.

Creating account takes about 30 seconds. A current student or staff member enters his or her university email address (e.g. kcl.ac.uk, shef.ac.uk etc) and is simply emailed an automatically generated username and password if this address corresponds to a university that subscribes to the AGO. Once they have these details, they can then use the blue box to logon, using option 1. In addition, if a user is on campus, he or she also has the option to just use the automatic login by clicking on the button on option 2- no registration required. This works by IP mapping (which we have already set up for you).

**Prospective students** don't have a university email address, and won't be on campus! In this case, please use the **PIN Number** we have given you– displayed on the front of this leaflet. This can be given out to all prospective students who have at least applied by email, letter, or phone. If you want to go to town a little, you can even set up a system where prospective students can automatically be emailed the PIN (see previous page). When they have the PIN, the prospective student registers an email address of their choice (which can be any address) using green box option 2. To prevent piracy, please do not print the PIN publically online.

This undoubtedly sounds more complex than it is. We encourage you to **try it out for yourself**. If a student doesn't understand, there is also a short **Help Video** on the gateway page to assist them.

# Another Option: Alternative Guide PDF Licence

To all extents and purposes, the Alternative Guide Online replaces the old book form of the Alternative Guide that used to be our well-loved flagship product.

There is no information in the book that isn't on the web resource. However, there are always some people who prefer the experience of simply reading a book rather than browsing an interactive web resource, and we respect that. That's why we continue to produce the Alternative Guide as a book. It's also why Web Resource users can actually download the full Alternative Guide book from the website if they wish, as a PDF.

We realise, however , that you may also want the PDF yourself, to distribute. It's probably a lot easier to simply promote the web resource exclusively, but if you do see a use for promoting the PDF directly yourself– you can, for no extra cost!

Please just get in touch with us if you would like this option, and we will send you through a PDF Licence, (if you do not already have one). In terms of distribution, you can email the PDF to students, and make it available online. However, to prevent piracy please use **password protection.**



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# Questions? Need Help?

If you have questions about any aspect of the Alternative Guide, please email us or give us a call!

*We've moved! New phone/ address*

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