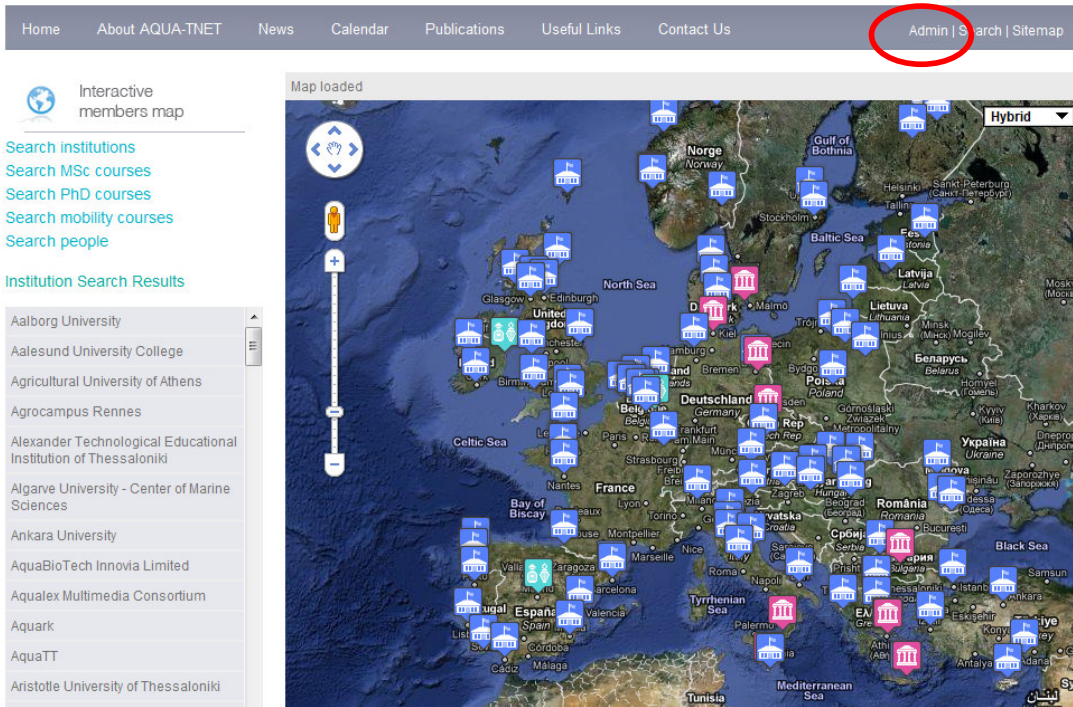


PHD Portal Instructions

1. Go to the Aqua-tnet homepage: <http://www.aquatnet.com/>
2. Click on PHD PORTAL in “Portals and databases”
3. Click on Admin (see red circle in screen shot below)



The screenshot shows the Aqua-tnet website interface. At the top, there is a navigation menu with the following items: Home, About AQUA-TNET, News, Calendar, Publications, Useful Links, Contact Us, and Admin | Search | Sitemap. The 'Admin | Search | Sitemap' link is circled in red. Below the navigation menu, there is a section for 'Interactive members map' with a search icon and a list of search options: Search institutions, Search MSc courses, Search PhD courses, Search mobility courses, and Search people. Below this, there is a section for 'Institution Search Results' with a scrollable list of institutions, including Aalborg University, Aalesund University College, Agricultural University of Athens, Agrocampus Rennes, Alexander Technological Educational Institution of Thessaloniki, Algarve University - Center of Marine Sciences, Ankara University, AquaBioTech Innovia Limited, Aqualex Multimedia Consortium, Aquark, AquaTT, and Aristotle University of Thessaloniki. To the right of the search results is a map of Europe and the Mediterranean region, labeled 'Map loaded'. The map shows various university locations marked with blue and red icons. The map is set to 'Hybrid' view.

4. Now you have 2 options:
 - a. You can add a **PHD Course**, in the “Manage Courses” section (please go to page 2)
 - b. Or you can add a **PHD Thesis Defence**, in the “Manage Institution” section (please go to page 3)

Add a PHD Course

5. Click on PHD course (see red circle in screen shot below):

aqua.tnet

Super Admin Manage Institution Manage Users Manage Courses My Profile | Logout | Back to AquaTNET site

Manage Courses
From this section you can edit all of your institutions courses.

[+ Add New MSc Course](#)

- MSC COURSES
- MSC PROGRAMMES
- PHD COURSES**
- MOBILITY COURSES

MSc Courses

COURSE		
You have not added any courses yet.		

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6. To add a new PhD course, click on “Add new PhD course”:

aqua.tnet

Super Admin Manage Institution Manage Users Manage Courses My Profile | Logout | Back to AquaTNET site

Manage Courses
From this section you can edit all of your institutions courses.

[+ Add New PHD Course](#)

- MSC COURSES
- MSC PROGRAMMES
- PHD COURSES
- MOBILITY COURSES

PHD Courses

COURSE		
PhD course test 1		

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7. Please complete the fields.

Add a PHD Thesis Defence

8. Click on “Manage Institution” (see red circle in screen shot below)

The screenshot shows the AquaTNET website. At the top, there is a navigation bar with the following items: Super Admin, Manage Institution (circled in red), Manage Users, and Manage Courses. On the right side of the navigation bar, there are links for My Profile, Logout, and Back to AquaTNET site. Below the navigation bar, the page is divided into two main sections. The left section is titled 'Manage Courses' and contains a sub-section 'MSc Courses' with a table that is currently empty, displaying the message 'You have not added any courses yet.' Below this, there is a button labeled '+ Add New MSc Course' and a sidebar menu with options: MSC COURSES, MSC PROGRAMMES, PHD COURSES, and MOBILITY COURSES. The right section is titled 'MSc Courses' and contains the same empty table. At the bottom of the page, there is a footer with the European Union flag, the text 'Education and Culture DG Lifelong Learning Programme', a disclaimer about funding from the European Commission, and the copyright notice '© Aqua-tnet 2010'.

9. Click on “Add new Thesis Defence”

The screenshot shows the AquaTNET website. At the top, there is a navigation bar with the following items: Super Admin, Manage Institution, Manage Users, and Manage Courses. On the right side of the navigation bar, there are links for My Profile, Logout, and Back to AquaTNET site. Below the navigation bar, the page is divided into two main sections. The left section is titled 'Manage Institution' and contains a sub-section 'Edit Institution: AquaTT' with a form. The form has the following fields: Institution Name * (with the value 'AquaTT'), Institution type * (with a dropdown menu showing 'Other'), and Department Size (Personnel) * (with the value '6'). Below the form, there is a button labeled '+ Add New Thesis Defence' circled in red. The right section is titled 'Edit Institution: AquaTT' and contains the same form. At the bottom of the page, there is a footer with the European Union flag, the text 'Education and Culture DG Lifelong Learning Programme', a disclaimer about funding from the European Commission, and the copyright notice '© Aqua-tnet 2010'.

10. Please complete the fields