

## Frequently Asked Questions

Updated 10/01/2017

**Question: Are all of my resources and events carried over to the new site hosted by MAEE?**

**Answer:** Yes. All records in the Resources section as well as the SEEK Calendar was moved over to the new website.

**Question: How do I log in?**

**Answer:** The partner login is now located on the SEEK's Home page. Your login information is the same as it was with the old site.

**Question: How do I change my password?**

**Answer:** To change your password, choose the "Request new password" link from the Partner Login box on SEEK's home page. You will be brought to a page where you will input the email address tied to your account and select "Email new password," then look for an email with directions to change your password.

**Question: Should I change the partner password when an employee (e.g., temporary, intern, full time) leaves the organization?**

**Answer:** Your User name belongs to your organization and will not change (in most cases). However, passwords are intended to be specific to each individual and should be updated when there is an employee change.

**Question: How do I add an event for my organization?**

**Answer:** After you have logged into SEEK, go to the black toolbar at the top of the page, select Content, Add content, and Event. This will bring you to the fill-in menu similar to the previous version of SEEK. Fill in the form, then click "Save" at the bottom of the page. The event will post live onto SEEK's Calendar.

**Question: How do I edit or update an event for my organization?**

**Answer:** Log into SEEK. Go to the Calendar section of SEEK. Click on the event that you wish to edit. Click the Edit tab then make the desired edits. Finally click "Save" at the bottom of the page. The edited event will be live on SEEK's Calendar. *NOTE: SEEK Partners can only edit their own events.*

**Question: How do I add a resource?**

**Answer:** After you have logged into SEEK, go to the black toolbar at the top of the page, select Content, Add content, and Resources. This will bring you to the fill-in menu similar to the previous version of SEEK. Fill in the form, then click "Save" at the bottom of the page. The resource will post live onto SEEK's Resources section.

**Question: How do I edit a resource?**

**Answer:** Log into SEEK. Go to the Resources section of SEEK. Click on the resource that you wish to edit. Click the Edit tab then make the desired edits. Finally click "Save" at the bottom of the page. The edited resource will be live in SEEK's Resources section. *NOTE: SEEK Partners can only edit their own resources.*

**Question: Am I able to delete an event or resource I have created?**

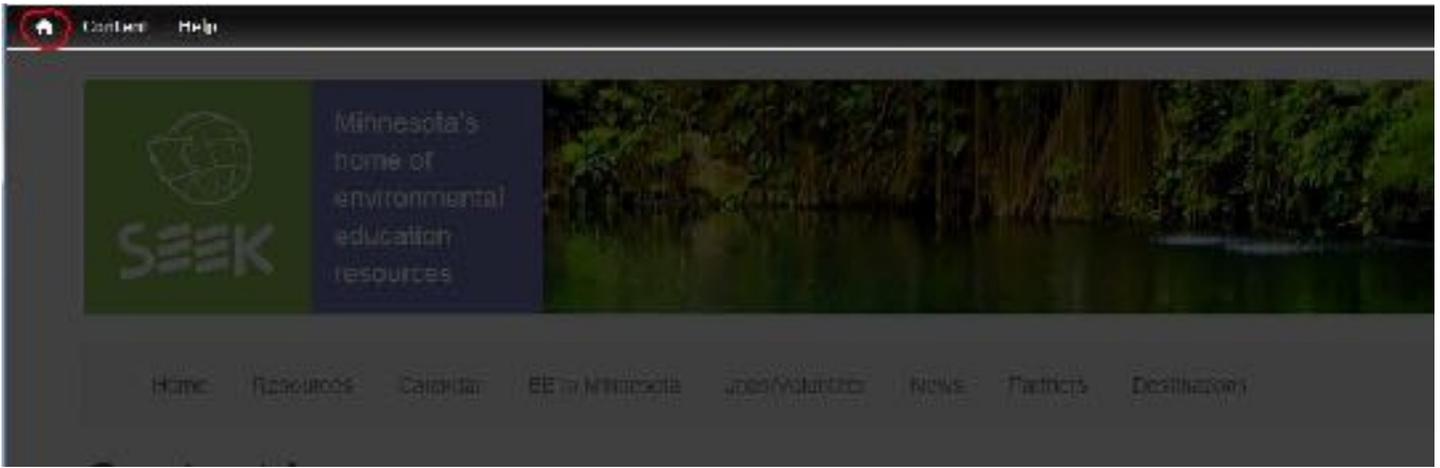
**Answer:** No. If there is an event or resource that you wish to delete, please email the SEEK Coordinator at [info@minnesotae.org](mailto:info@minnesotae.org) with the title of the Event or Resource you wish to delete as well as the URL of that Event or Resource.

**Question: Can I edit another user's event or resource?**

**Answer:** No. SEEK Partners are only able to edit events and resources that they have posted.

**Question: Why is there a black screen that appears over the content when I add a resource or event?**

**Answer:** Some versions of Internet Explorer display this behavior. To view the SEEK content again, simply click on the House icon in the black bar at the top of the browser window.



**Question: Can I add images to my events and resources?**

**Answer:** Yes. To add an image to a Resource, in the Abstract section, click the square in the menu that says “Add media” when you hover over it (see below). When you click that button, you can browse your files and upload an image into the text of the Resource or Event.



The SEEK site that was hosted by the MPCA was migrated to a new URL when MAEE took over. All resources, events, and job postings were migrated. Your username and passwords have not changed, nor has your abilities to post jobs or events.

For any questions, please contact:

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