

# CTI Partner Portal

# USER GUIDE

## What is the CTI Partner Portal?

The CTI Partner Portal is a web-based platform to support information sharing and online planning and collaboration among partners supporting the Coral Triangle Initiative (CTI). The Portal posts announcements, hosts work spaces and contains a documents library, the CTI Project Map, a contacts database, events and travel schedules, and a geographic information system (GIS) mapping interface to allow partners to view and map site-specific activities conducted across the Coral Triangle.

The Portal is hosted by the US CTI Support Program, which launched a new phase in August 2009, including improvements to simplify access for CTI partners and stakeholders interested in using the Portal. While access to certain work spaces and folders in the documents library may be limited to specific users, Portal users using **coral** as username and **triangle** as password can read and download all documents from all other folders in the site.

For more information regarding the Portal, write an email to [info@uscti.org](mailto:info@uscti.org)

## How can I access the Portal?

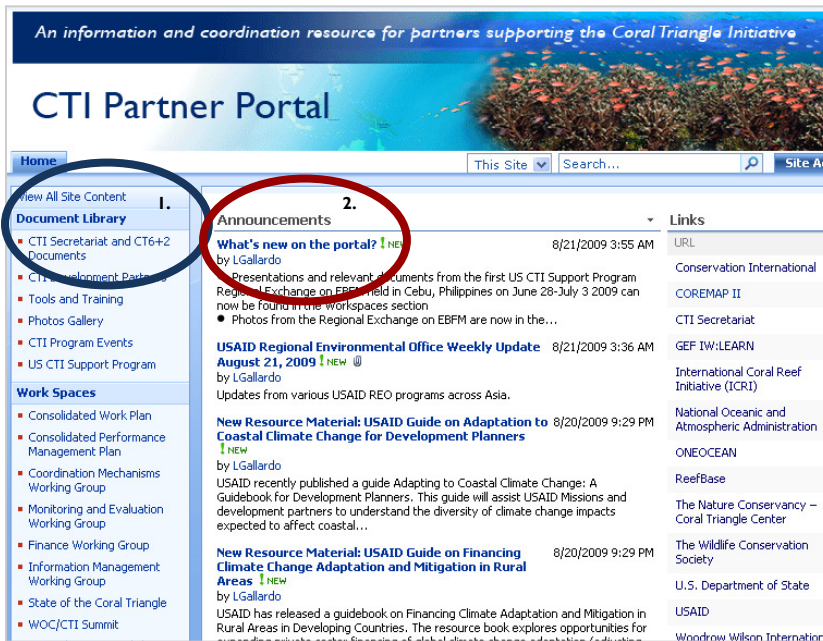
- To access the Portal, go to the US CTI Support Program website at [www.uscti.org](http://www.uscti.org)
- Log-on using username **coral** and password **triangle** (not case sensitive) in the CTI Partner Portal Box in the upper right corner of the website.
- US CTI Support Program partners and stakeholders who will be uploading and editing documents on the portal need to complete the **registration** process to obtain this editor access. Once registered, a confirmation message will be sent via email with detailed instructions on portal access and how to upload and edit documents on the site.

## What is inside the Portal and where can I find the information that I need?

Once logged on, users will find the main page with an array of menu items.

**1. Document Library:** This contains public documents from regional CTI meetings, CTI Development Partners and the US CTI Support Program. The library also contains resources and tools used in training programs and a photo gallery of images from US CTI Support Program events as well as related logos, graphics and maps.

**2. Announcements:** This shows the latest files and resource items added to the Portal and their location in the portal. This section also contains updates on meetings, workshops and other events. Users will find it useful to check this section first before browsing the Portal.



**3. Work Spaces:** These work spaces contain areas on specific program areas where people can collaborate on specific themes or projects. Work Spaces contain an announcements section, a document collaboration system, and a section on lessons and practices. Specific registered users can edit, contribute, upload documents and start discussion threads in their workspaces.

**4. Database Reports:** This section contains reports generated from the CTI Project Map.

**5. Google Map:** The CTI Google Map, see image in lower right corner, provides a GIS mapping function that allows the program team and partners to browse through the various areas in the Coral Triangle and identify where they are working, what activities they have conducted at specific sites, and to provide information on results achieved at those sites. To provide information on CTI work that you would like mapped here, write to us at [info@uscti.org](mailto:info@uscti.org).

**6. Calendar:** An updated schedule of CTI-related events can be found directly below the announcements section. A travel schedule of US CTI Support Program team members can also be found here.

**7. Links:** These are links to websites of US CTI Support Program team members such as WWF, USAID, U.S. Department of State and partners such as WorldFish, among others.

**8. Contacts:** This contains the contact details of US CTI Support Program team members, partners and stakeholders including participants of Regional Exchanges.

**9. Technical Support:** For help with any problems regarding site access, users can access this folder for contact information on technical support.

**How can I view and download a document?**

Once you locate the document needed, click on the **name** or **title** of the document to open it. You can view the document on the site or save it on your computer. The file type is identified by the icon in the file type column which confirms the software needed.

**How can I contribute to the Portal?**

If you have suggestions or would like to post an announcement or share useful information such as an assessment, study, training materials or other resource relevant to the Coral Triangle Initiative, we encourage you to write to us at [info@uscti.org](mailto:info@uscti.org) and we will help you post it.

The screenshot shows the CTI Partner Portal interface. At the top, it says "An information and coordination resource for partners supporting the Coral Triangle Initiative". The main heading is "CTI Partner Portal". Below this, there are navigation options like "Home" and "This Site". The left sidebar contains a "Document Library" menu with items like "CTI Secretariat and CT6+2 Documents", "CTI Development Partners", "Tools and Training", "Photos Gallery", "CTI Program Events", and "US CTI Support Program". A "Work Spaces" menu is also visible, with "Consolidated Work Plan" circled in blue. Below the sidebar, there are sections for "Database Reports" (circled in red), "Google Map Example" (circled in red), "Calendar" (circled in blue), "Discussions", "Contacts" (circled in blue), and "Technical Support" (circled in blue). The main content area displays "Regional Exchange Program on EBPM - Cebu, Philippines" with a table of documents. One document, "New Resource Material: USAID Guide on Financing Climate Change Adaptation and Mitigation in Rural Areas", is circled in blue. Another document, "USAID ECO-Asia e-Newsletter April- June 30, 2009", is circled in blue. A "Links" section is circled in blue, listing organizations like "The Wildlife Conservation Society", "U.S. Department of State", "USAID", "Woodrow Wilson International Center for Scholars", "WorldClock", "WorldFish", and "WWF(US)-Coral Triangle".



The screenshot shows the "Document Library - Tools and Training" page. It features an "Upload Document" form with a "Browse..." button and a checked "Overwrite existing files" option. Below the form is a table with columns for "Subcategory", "Title", "Source", "Countries", and "Modified By". One document entry is circled in red: "Best Practices" with the title "Fishing for Families: Reproductive Health and Integrated Coastal Management in the Philippines", sourced from "Woodrow Wilson Center/USAID", for "Philippines", and modified by "Lohani, Rita".