General information:

Website: https://mytotalcareer.org
Help: mytotalcareer@bu.edu

Bookmarks:

Topic 1 – Create an account

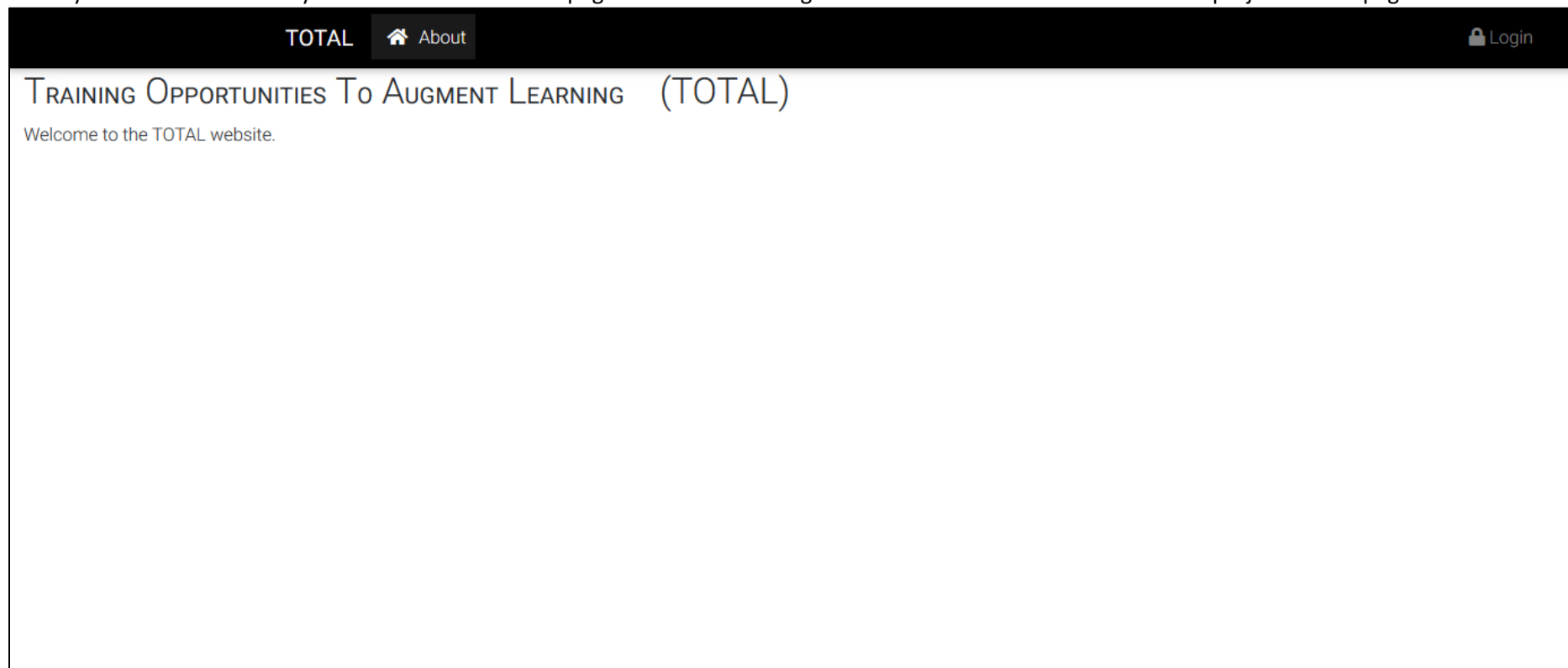When you first enter the site you will land on the about page. We will be adding some additional information about the project on this page.

If you click the login button, you will be taken to this screen.

Login to TOTAL

✉	Institution Email address

🔒	Password

Log in

Forgot user name or password

OR

Don't have an account? Register

OR

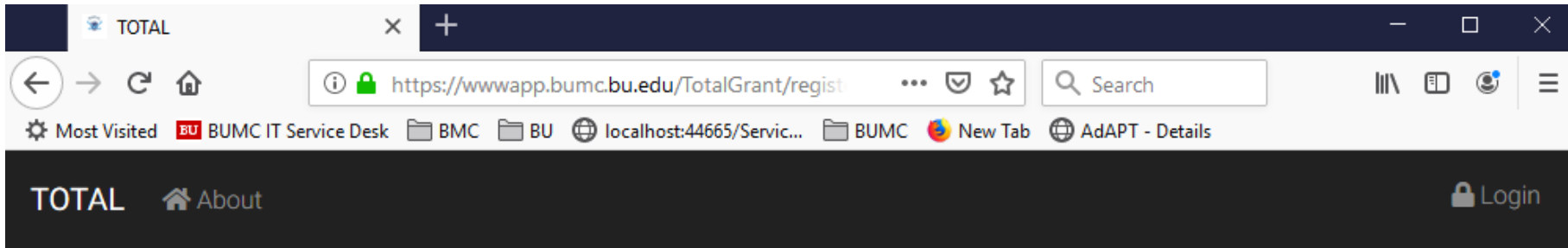## Login using social media credentials

G | Sign in with Google

Login/Account Setup Instructions

You can either

- create a username and password specifically for use on this site
- **OR** use existing social media account credentials to log into this site (Google, Twitter, Facebook, or LinkedIn).

The first time you log into the system, you will be prompted to create a user profile. The user profile will enable us to recommned events based on your preferences.

If it is your first time entering the site click Register, which will bring up the following screen. Enter an email address (must be from one of the participating institutions), password and password confirmation.

Upon clicking the "Create Account" button, you will be sent to this page.

TOTAL 🏠 About   🔒 Login

Account Created

Please verify your email by clicking the link we just sent to your email address. After clicking on the link, you will be taken to a screen where you can enter your user profile.

You should receive an email from mytotalcareer@bu.edu that looks like the following:

Thu 4/2/2020 7:56 AM

mytotalcareer@bu.edu

Please confirm your email address

To   Flynn II, Peter F

Retention Policy   Junk Email (30 days)   Expires   Never

If there are problems with how this message is displayed, click here to view it in a web browser.

Thank you for registering!

Thank you for registering as a TOTAL user.

Please click the button/link below to verify your email address and complete the registration process.

VERIFY EMAIL

Thank you

TOTAL Grant (Training Opportunities To Augment Learning)

You received this email because we need to verify that you are the owner of the email address that you used to register on the TOTAL Grant website

Click on the "Verify Email" button which will take you back into the total website to complete the account creation process.

TOTAL 🏠 About   🔒 Login

Email Verified

Your email has been verified. Please click the login link. After logging in, you will be taken to a page where you can enter your user profile information.

Login in using your newly created credentials

TOTAL 🏠 About   🔒 Login

Login to TOTAL

✉ Institution Email address

🔒 Password

Log in

Forgot user name or password

OR

Don't have an account? Register

OR

Login using social media credentials

G Sign in with Google

You will be taken to the Profile page. Enter your information and click the "Save" button.

TOTAL 📅 Events 📅 Calendar 👤 Profile 🏠 About   🔒 Logout

User Info

Save

First Name (Required) *   Last Name (Required) *   Degree(s) *

Organization (required) *   ▼   Sub Group   ▼

Email *
pflynn@bu.edu   ☐ Send notifications via email
Your institutional email

Phone Number

Participant Type (required) *   ▼

Adress Line 1 (Required) *

Adress Line 2
_____
Apartment, suite , unit, building, floor, etc.

City/Town (required) *   State (required) *   ▼   Postal Code (requir...

Country (required) *
USA   ▼

Keywords:

Select options   ▼

Filter

▼ ☐ All
   ▼ ☐ Career Exploration
      ☐ Academic Research
      ☐ Administration (e.g. academia, industry, government, non-profit)
      ☐ Business (e.g. management, consulting, business development)
      ☐ Clinical Research and Trials
      ☐ Communication (e.g. scientific writing, editing, marketing, medical affairs)
      ☐ Education
      ☐ Entrepreneurship
      ☐ General Career Exploration
      ☐ Industry Research (e.g. biotech, pharma, medical device, diagnostics)
      ☐ Law/Compliance/Regulatory Affairs
      ☐ Policy
   ▼ ☐ Skills
      ☐ Communication Skills (written and oral)
      ☐ Computer Skills / Data Analysis
      ☐ Job Seeking Skills
      ☐ Networking Skills
      ☐ Professional Development Skills

Notes on the Profile screen:

- Organization – one of the participating organizations.
- Sub Organization – show sub organizations for the selected organization. Events can be open to everyone or restricted by org and sub org (will explain later in the document).
- Send notifications via email – indicates if you would like to get email notifications when an event changes, e.g. new date/time or cancelled. You will only get notified for events that are marked as interested or attending (will explain this later in the document).
- Participant Type – One of Faculty, Postdoc, Masters Student, etc. This will allow us to make recommendations for events that you might be interested.
- Keywords - This will allow us to make recommendations for events that you might be interested.
- Clicking "Save" might take a minute to process (system is searching for events to recommend)

Topic 2 – Add an Event

Click on the "New Event" navigation item at the top of the page.

You will be taken to this page.

TOTAL 📅 Events 📅 Calendar 📅 New Event 📋 Reports 👤 Profile 🏠 About   🔒 Logout

New Event

Please complete the form below

[Save Disabled : Missing Required Data] [Cancel]

Event Name (required) *

Organization (required) * ▼   Organization Group ▼   Restrictions (required) * ▼

Event Type (required) * ▼   Event date and time (required)* 📅   Duration in minutes (required) *

Status (required) * ▼   Max Capacity   Attendance Code

Event Description (required) *

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Enter Text

Link for more information

Address Line 1 (required) *   Address Line 2 - suite , unit, building, floor, etc.

City/Town (required) *   State (required) * ▼   Postal code (required) *

Country (required) *

USA ▼

Keywords: Participant Types:

[Select options ▼]   [Select options ▼]

Notes on the create event page:

- Must specify which of the participating organizations is hosting the event.
- Can optionally specify a sub organization.
- Restrictions: one of "None (all users can see)", "Open only to people in the organization", or "Open only to people in the sub organization"
- Event Type: one of "Workshop", "Presentation", "Course", "Panel Discussion", "Online", "Informal Discussion", "Site Visit", "Seminar", "Networking", "Career Fair", "Case Competition"
- Event Date/Time and duration are required.
- Event Status: One of "Draft", "Open", "Cancelled", "Closed", "Completed", "At Capacity".
- Attendance Code: Admins can enter an attendance code which presenters can give to participants (for use in external systems). The only way the system knows that a participant attended is if the user indicates that they did by clicking an attended button.
- Description: allows some rich text formating colors, bullets, lists, etc.
- Link for more information: Link to an external page with more robust event description, registration, etc.
- Keywords: used to help make recommendations for users of events they might be interested in.
- Participant Types: used to help make recommendations for users of events they might be interested in.
- When you click "Save", the system updates user recommendations for this event.

Topic 3 – Searching Events/Calendar

Clicking on the "Events" navigation button will bring you to the page below.

Notes:
- The "Recommended" tab will be selected by default.
- Clicking on the icon next to the address will make a map of the location appear
- Clicking on the "i" icon or clicking (show more) when applicable will expand the description.
- On this page as well as other pages that have the buttons you can mark an event as one that you are interested in, are attending, attended already, or are not interested in. Clicking will move the event into the appropriate tab.
- The "Attending" button is disabled for past events and "Attended" button is disabled for future events.
- The "Recommended" and "Interested" tabs only show future events.

- The "Attending" and "Attended" tabs show all events marked that way regardless of whether they are past or future.
- The "All" tab (shown below) will allow you to filter the events by a search term, the organization, the participant type, and the status ("Recommended", "Interested", etc.). It is the only tab that will allow you to see all past events.
- The application is designed to be responsive to te screen size.
- When accessing this website from a mobile device, you will have the option to install this site as a Progressive Web Site which will make it behave like a native application. If you enable that functionality, you will receive push notifications (even if the application is closed) when events you are marked as interested or attending are changed.

Recommended | Interested | Attending | Attended | All

All Events

Search Term

[   ]

Include Past Events ☐

Participant Type

[▼]

Organization

[▼]

Organization Group

[▼]

Status

[▼]

BEAT Seminar Series - Alfred W. Sandrock Jr. from Biogen, Inc.
📅 10/19/2019 6:00 PM - 8:00 PM - Seminar
🏛 Organized by : Tufts - Sackler School of Graduate Biomedical Sciences   (link)
ℹ️ Join us for a Biomedical Entrepreneurs at Tufts (BEAT) Seminar with our amazing speaker Alfred Sandrock.

   Alfred W. Sandrock Jr. is the Executive Vice President and Chief Medical Officer at Biogen, In ... (show more)
📍 145 Harrison Avenue, Sackler School of Graduate Biomedical Sciences - Sackler 114, Boston

[Recommended] [Interested] [Attending] [Attended] [Not Interested]

Skill Enhancement: Jorge Cham at BU (PhD Comics)
📅 10/23/2019 10:00 AM - 11:00 AM - Workshop
🏛 Organized by : BU - BU's BEST (Broadening Experience in Scientific Training)
ℹ️ What is The Science Gap? Jorge will explore the public perception of scientists and academics.
📍 24 Cummington Mall, LSE103, Boston

[Recommended] [Interested] [Attending] [Attended] [Not Interested]

Tech Transfer (Entrepreneurship Club Seminar Series)
📅 10/2/2019 4:00 PM - 5:00 PM - Seminar
🏛 Organized by : UMass Med - Medical School - Center for Biomedical Career Development
ℹ️ Some event description
📍 9-1 N Lake Ave, Room 101, Worcester

[Recommended] [Interested] [Attending] [Attended] [Not Interested]

Commercialization (Entrepreneurship Club Seminar Series)
📅 10/30/2019 5:00 PM - 6:00 PM - Seminar
🏛 Organized by : UMass Med - Medical School - Center for Biomedical Career Development

The calendar page defaults to the current month and shows the number of events (in a red circle) for each day of the month.

| < | Today | > | Month | Week | Day | | | April 2020 | | |

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
		①		⑤	③	①

● Panel Discussion on Careers in Industry (PiBS)
● Skill Enhancment: Finding & Leveraging Your Strengths
● Report of AAAS CASE: Capitol Hill Day
● Career Exploration: 23andMe - Computational Science
● Biotech Pharma Alumni Networking Event

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
			①			
12	13	14	15	16	17	18
				①		
19	20	21	22	23	24	25
			①	③	②	
26	27	28	29	30	1	2
②	②		②	①	⑧	

Clicking on a particular day of the month will expand a list of events happening on that day.

| < | Today | > | | Month | Week | Day | | | April 2020 | | | |

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 (1)	31	1	2 (5)	3 (3)	4 (1)
5	6	7	8 (1)	9	10	11
12	13	14	15	16 (1)	17	18
19	20	21	22 (1)	23 (3)	24 (2)	25
● Skill Enhancement: Networking ● Skill: Enhancement: LinkedIn Workshop & Head-shots ● Speed Networking: Local Biomedical Professionals						
26 (2)	27 (2)	28	29 (2)	30 (2)	1 (1)	2 (8)

Clicking on a particular event in the expanded list will cause a details section for the event to appear at the top of the screen.

Topic 4 - Editing and removing events

From the events or calendar pages, clicking on the title of an event, will bring you to a details page.

Administrators will have an a button to edit the event which will open the following page.

Update Event

Please complete the form below

[Save Event]   [Cancel]

Event Name (required) *
BEAT Seminar Series - Alfred W. Sandrock Jr. from Biogen, Inc.

Organization (required) *
Tufts

Organization Group
Graduate School of Biomedical Sciences

Restrictions (required) *
None (all users can see)

Event Type (required) *
Seminar

Event date and time (required)*
4/22/2020, 10:00 PM

Duration in minutes (required) *
120

Status (required) *
Open

Max Capacity
100

Attendance Code

Event Description (required)

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Join us for a Biomedical Entrepreneurs at Tufts (BEAT) Seminar with our amazing speaker Alfred Sandrock. Alfred W. Sandrock Jr. is the Executive Vice President and Chief Medical Officer at Biogen, Inc., and has served in this role since November 2015. Since joining Biogen in 1998, Dr. Sandrock has held several senior executive positions including Group Senior Vice President of Development Sciences, Senior Vice President of Neurology Research and Development, and Vice President of Clinical Development, Neurology. Prior to joining Biogen, Dr. Sandrock was Assistant Professor of Neurology at Harvard Medical School and an Assistant in Neurology at Massachusetts General Hospital. Dr. Sandrock is also a Director at Neurocrine Biosciences, Inc, Praxis Precision Medicines, Inc., and Disarm Therapeutics Inc., and is a member of the Partners Healthcare Innovation Advisory Board. He serves as Chairman of the Board of the PhRMA Foundation.

Link for more information
https://www.eventbrite.com/e/beat-seminar-alfred-w-sandrock-jr-tickets-56064446268#   ↗ Event link

Address Line 1 (required) *
145 Harrison Avenue

Address Line 2 - suite , unit, building, floor, etc.
Sackler School of Graduate Biomedical Sciences - Sackler 114

City/Town (required) *
Boston

State (required) *
Massachusetts

Postal code (required) *
02111

Country (required) *
USA

Keywords:
Select options

Participant Types:
2 options selected

Notes on the edit event page:

- Event Date/Time and duration. Changes to these will trigger email (or mobile app notification)
- Keywords: changes to these will alter user recommendations.
- Participant Types: changes to these will alter user recommendations.
- When you click "Save", the system updates user recommendations for this event.
- In addition to editing an event you can copy an event. Copying will default all the fields from the old event except the date and time.