UPLOADING PROJECTS

Quick-guide to uploading your RCE project to the RCE Portal
RCE PROJECTS

- Basic information
- Target Audiences
- Ecosystems
- Project Overview
  - Rationale, Objectives, Activities, Results, Lessons Learned etc
- SDGs
- Themes
- Priority Action Areas
- Photos and supporting documents
1. Access the RCE Portal: http://rcenetwork.org/

2. Go to Community > RCE Projects
3. Click on 'Create Project'
4. Click on 'Create Project'

All RCEs are required to complete reporting as a reflection of their activities and collaborations. To do so, we ask that you submit any RCE Projects on the RCE Portal.

**How to Login**
In order to get started, please log in to the system:

- Username: RCExxx
- Password: [your password]

So for example for RCE Chandigarh it would be:

- Username: RCEChandigarh
- Password: [your password]

Please contact the Global RCE Service Centre [rceservicecentre@unu.edu](mailto:rceservicecentre@unu.edu) if you have forgotten your password.
5. Log in with your RCE's credentials:

Username: RCExxx
Password: [your password]

*Please contact the Global RCE Service Centre (rceservicecentre@unu.edu) if you have forgotten your password.
6. Start completing the template.

Please submit this form along with the relevant materials for your project, whether that be a case study, curriculum document, or some other output. We ask that you keep your responses here as concise as possible. Please note that this information will be posted on the RCE Portal.

Save your project at the bottom of the page, and you are done!
View your project, after going to the Community > RCE Projects tabs

**RCE PROJECTS**

- **All RCE Projects**
- **Create Project**
- **RCE Awards**

**View** | **Edit** | **Generate PDF** | **Outline** | **Track** | **Grant** | **Convert** | **Devel**
---|---|---|---|---|---|---|---

Details on how to login and create a project can be found [here](#).

<table>
<thead>
<tr>
<th>LAST UPDATED</th>
<th>RCE NAME</th>
<th>CREATED DATE</th>
<th>REGION</th>
<th>RCE PROJECT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Jun 2021</td>
<td>RCE Salisbury</td>
<td>16 Jun 2021</td>
<td>Americas</td>
<td>Identity in Education</td>
</tr>
<tr>
<td>11 Jun 2021</td>
<td>RCE Dublin</td>
<td>11 Jun 2021</td>
<td>Europe</td>
<td>Futures Studies: Envisioning and Realising Sustainable Futures for all</td>
</tr>
</tbody>
</table>

- **View** button highlighted for RCE Salisbury and RCE Dublin entries.
After viewing, you can Edit your project (when logged in):

Again, don't forget to Save your changes at the bottom.
View demo:
https://www.youtube.com/watch?v=rL9rp0OBJX8