Center for Doctoral and Postdoctoral Career Development

Calendar of EVENTS User Instructions

OVERVIEW
- LOGIN
- NAVIGATION
- ADAPT
- UNIVERSITY WIDE VERSUS INTERNAL EVENTS
- EDITING EVENTS
- CONTACT

LOGIN

You should receive an email notifying you that you have access to post items on the EVENTS calendar. This email should also give you brief instructions of how to sign in. To sign into your account, follow the directions below:

1. Enter "dpcd.pitt.edu/user" into your URL browser
2. Enter your username. If you have a Pitt account, enter the characters that precede @pitt.edu. If you are outside of Pitt, enter the username you provided upon submitting your request to be a calendar user. (If you forget your username, please email dpcd@pitt.edu)
3. Enter the password that accompanies your username
4. Click "Log in"

NAVIGATION

You will fill out a Drupal form in order to submit EVENTS. As a reminder, your event **must** be a professional-development related event. The navigation of this section may be different whether you enter events on a PC or tablet/mobile device. Follow the directions based on your device:

PC Version

To submit an EVENT, follow the directions below:

1. Place your cursor over the "Content" tab located on the top left corner of your browser. A menu should automatically appear with three choices: "View ALL Content, Comments, and Add Content >"
2. From the drop-down menu, place your cursor over "Add Content >" A menu should automatically appear with the choice to add an "Event"
3. Click on "Event"
4. Fill in the form based on your event details

5. When you are finished, click the "Save" button located at the bottom of the form
6. Please allow at least 48 hours for your event to be reviewed and posted

Tablet/Mobile Version
1. Click on the "Content" tab located on the top left corner of your screen
2. Click on the "+ Add Content" link
3. Click on "Event"
4. Fill in the form based on your event details
5. When you are finished, click the "Save" button located at the bottom of the form
6. Please allow at least 48 hours for your event to be reviewed and posted

ADAPT
You must classify your event by "A Developmental Approach to Professional Development Training (ADAPT) stage" and by "Professional Development Topics." If you need more information about either of these areas, view the links below:
- [ADAPT Overview](#)
- [Professional Development Skills](#)

UNIVERSITY WIDE VERSUS INTERNAL EVENTS
This calendar is designed to promote university-wide professional development events. However, if your professional development event is not open to students or trainees outside your department or school, you are still encouraged to post the event. In this case, please follow these instructions:
1. Fill out the form based on your event's information
2. In the "Description" text box, include text that explains that your event is specifically for students and/or trainees in [YOUR SCHOOL/CENTER/ETC]
3. Under the "Limited Enrollment" dropdown, select "YES"
4. Depending on your event, you may enter a different contact under "Contact for Limited Enrollment" than "Published Event Contact" OR you may leave "Contact for Limited Enrollment" blank

EDITING EVENTS
You are able to edit your event once you have submitted it. To edit an event, follow the directions below:
1. Log in to your user account (dpcd.pitt.edu/user)
2. Click on the "Content" tab located on the top left corner of your screen
3. On this page is a list of every event you have ever entered. You can either:

       a. Click on "edit" under the "OPERATIONS" tab, OR

       b. Click on the title of the event you wish to edit. Then, you will click on the "Edit Current" tab at the top of the screen

4. You can also edit from the Calendar page view

       a. On the Calendar of Events page, a link to "Edit Events" will appear under any of your events

       b. Click on "Edit Events" to edit

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