



## **EDBAC Member User Manual**

Version 1.0 | October 2023

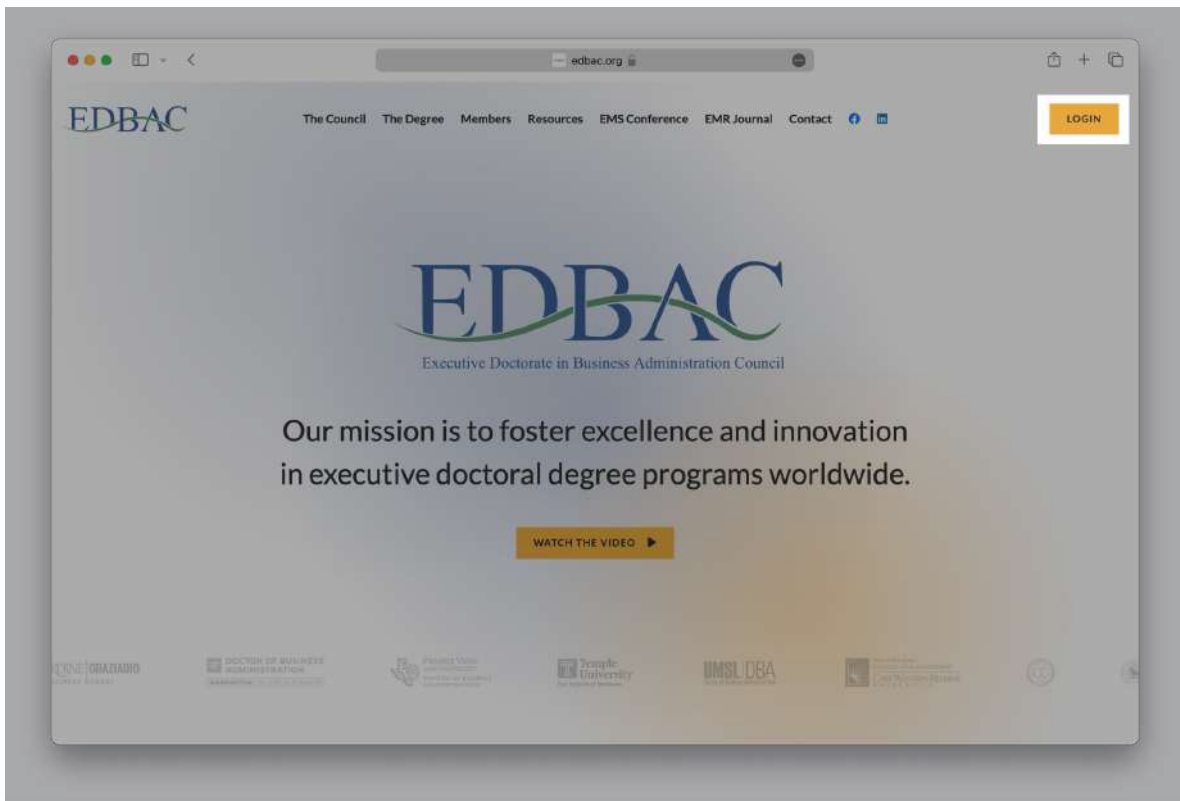
## **Table of Contents**

1. Creating an Account
2. Logging In
3. Using LinkedIn for Sign-Up and/or Log-In
4. Forgot Password
5. Applying for Membership
6. Creating an Ad for Your University
7. Paying the Annual University Membership
8. Requesting Changes to Profile Information
9. Accessing EDBAC Materials

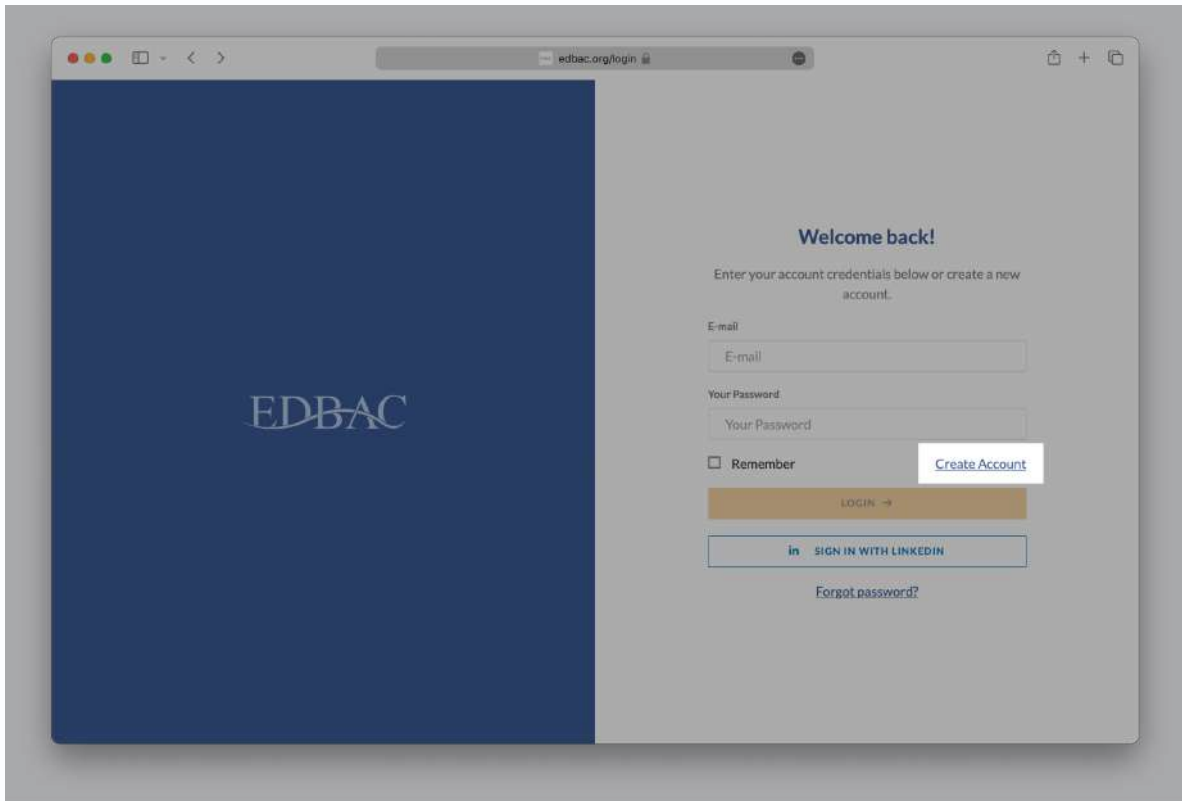
# 1. Creating an Account

## A. Open the Sign-Up page. You have several ways to access it:

- a. Enter <https://edbac.org> into your web browser to go to the homepage. Once there, look towards the top right corner for "Login", and click it. You'll be redirected to the login page where you'll find the "create account" link; click on it.
- b. Alternatively, go directly to the sign-up page by entering <https://edbac.org/signup> into your browser.



Screenshot 01: Navigating to the Sign-Up page from the EDBAC Homepage



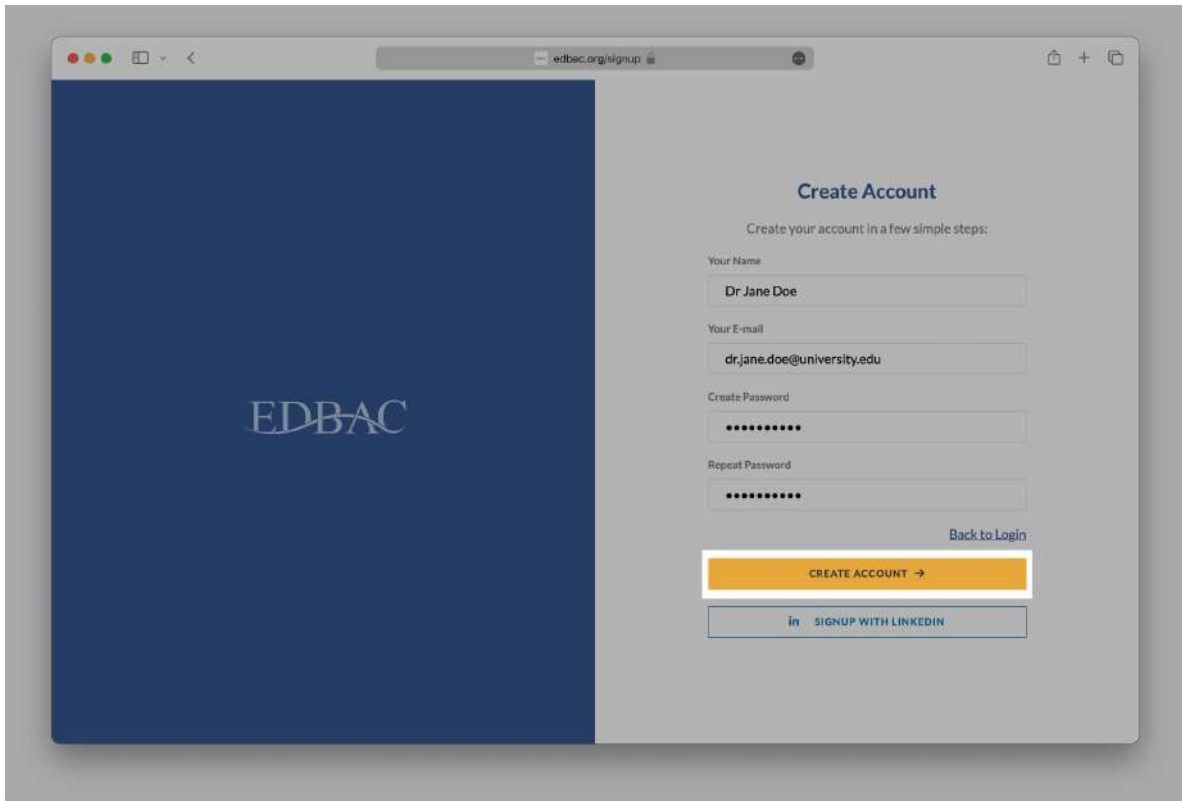
*Screenshot 02: Navigating to the Sign-Up page from the EDBAC Login Page*

**B. Once on the Sign-Up page, you'll find several fields:**

- a. Your Name: Input your full name here.
- b. Your Email address: Use a new email address not previously used on EDBAC. This will serve as your username and main contact for notifications.
- c. Create Password: Choose a secure password with a minimum of 5 characters. You should use letters, numbers, and special characters.
- d. Repeat Password: Confirm your newly created password by typing it again in this field

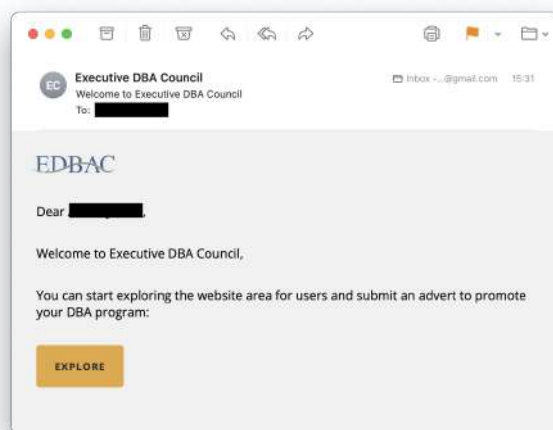
*Note: If your email has been used on EDBAC before, you won't be able to create a new account with it. Please refer to the "Forgot Password" section of this manual or use LinkedIn for a single-click login.*

- C. After filling all the fields, locate the "create account" button at the bottom of the page. Click it to finalise your registration.



Screenshot 03: Sign-Up page with the "create account" button highlighted.

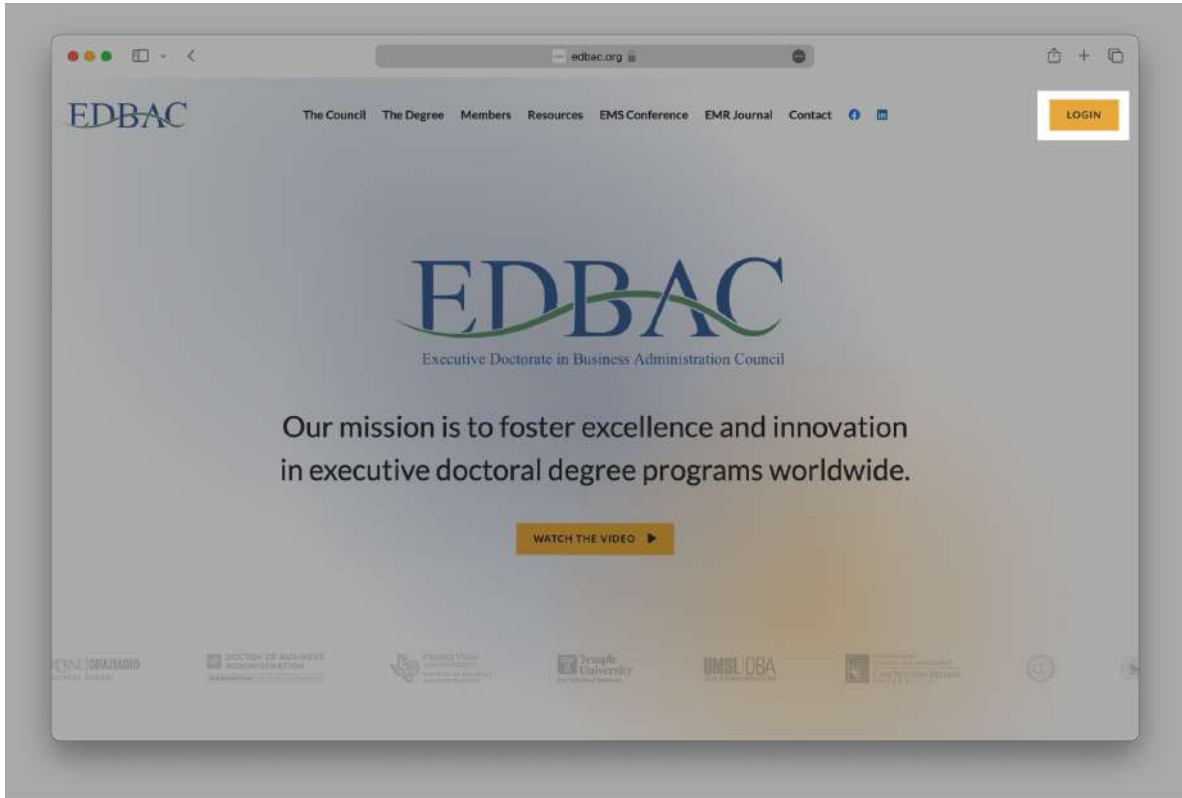
- D. You'll receive a welcome email, confirming that your account has been successfully created. There's no need for further verification.



Screenshot 04: Welcome Email Preview

## 2. Logging In

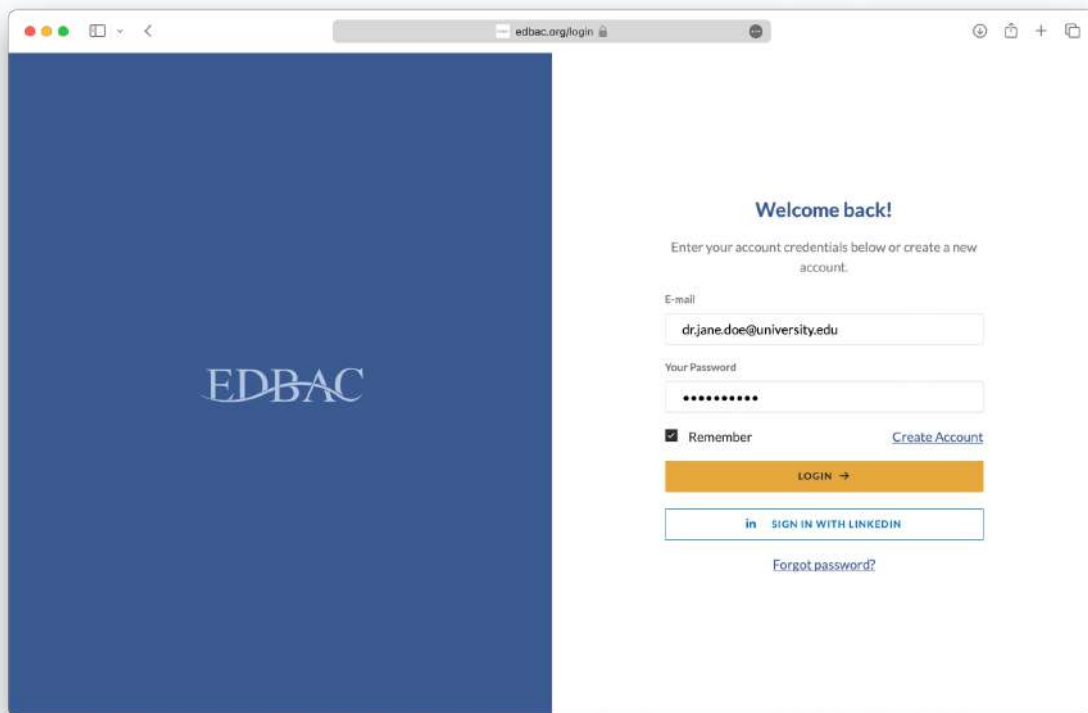
- A. **Navigating to the login page.** To log in, first navigate to the EDBAC website by entering <https://edbac.org> into your web browser. Once on the homepage, look towards the top right corner and click on "Login". This will take you to the login page.



Screenshot 05: Navigating from Home to Login

- B. **On the login page, you'll find two primary fields:**
- E-mail: Use the email address associated with your EDBAC account.
  - Your Password: Enter the password you chose during the registration process.

*Note: If you encounter an error message saying "The selected email is invalid," this could mean one of two things: You've entered an incorrect password OR The email address you've entered doesn't match any account on EDBAC. If you think you might already have an account, please refer to the "Forgot Password" section of this manual.*



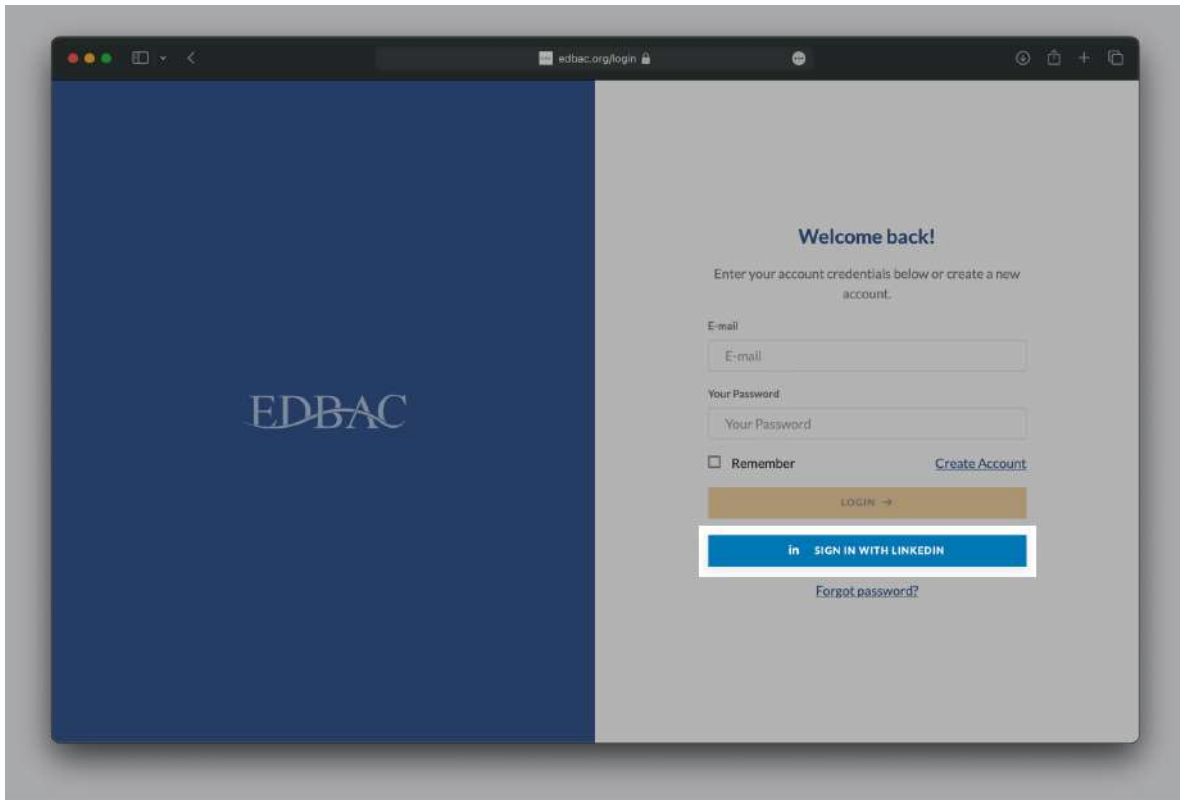
Screenshot 06: Login Page

- C. **Remember Me:** Below the password field, you'll see a "Remember" checkbox. If you're using a personal computer, you can tick this box to stay logged in even after closing your browser. DO NOT use this feature on public or shared computers to ensure your account remains secure.
- D. **After entering your credentials, click on the "login" button to access your dashboard.**
- E. **Once logged in, you'll be taken to your user dashboard where you can manage your account, create ads, and more.**

*Note: If you're logging in from a public computer, make sure to log out of your account before leaving the computer. For extra security, you might want to clear the browser's history, cookies, and cache.*

### 3. Using LinkedIn to Sign Up/Log In

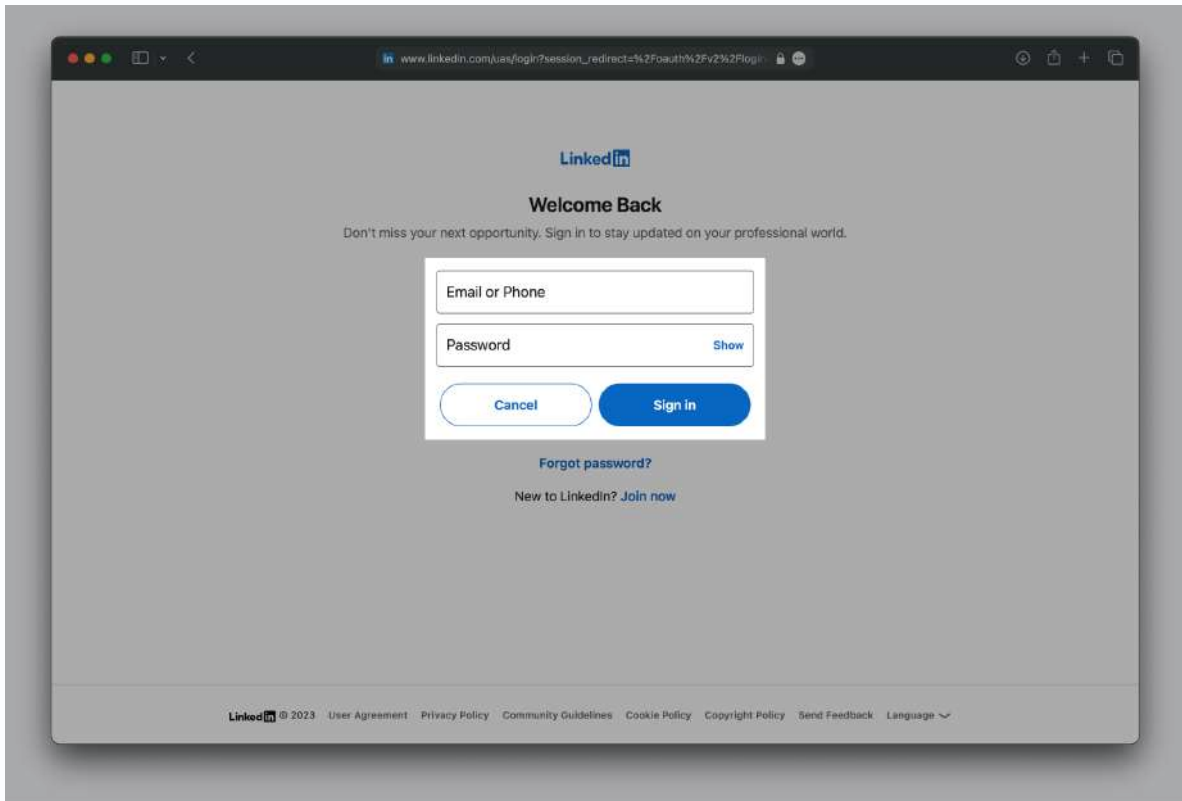
- A. **Navigate to the Login Page:** Either from the EDBAC homepage or directly at <https://edbac.org/login>, find the login section.
- B. **LinkedIn Option:** Next to the standard login fields, you'll see a button that says "Sign In with LinkedIn". Click this button to proceed.



Screenshot 07: LinkedIn Login Option

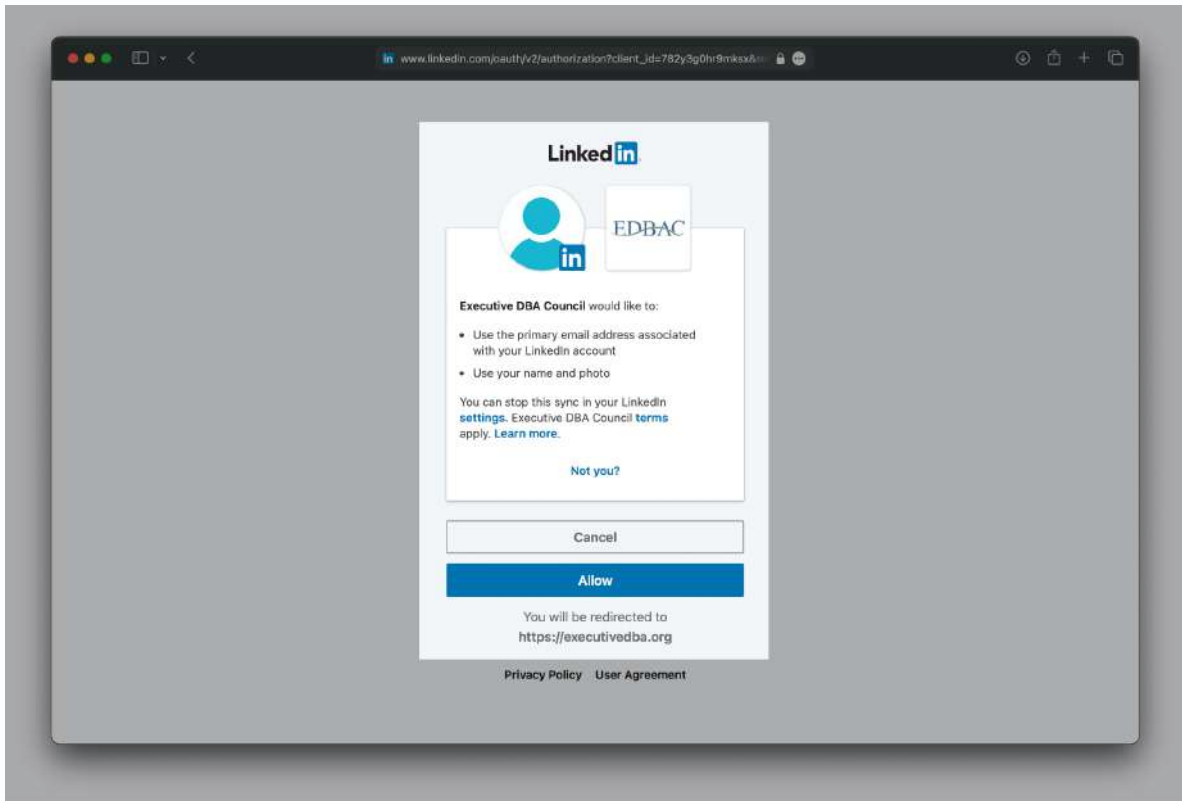
- C. **LinkedIn Authorisation:** A new window will pop up, asking you to log into your LinkedIn account if you're not already logged in. Enter your LinkedIn email and password, then click "Sign in".





*Screenshot 08: LinkedIn Login page (outside EDBAC)*

- D. **Permission Request:** LinkedIn will then ask for permissions to share your public profile and email address with EDBAC. Review these permissions and click "Allow" to proceed.

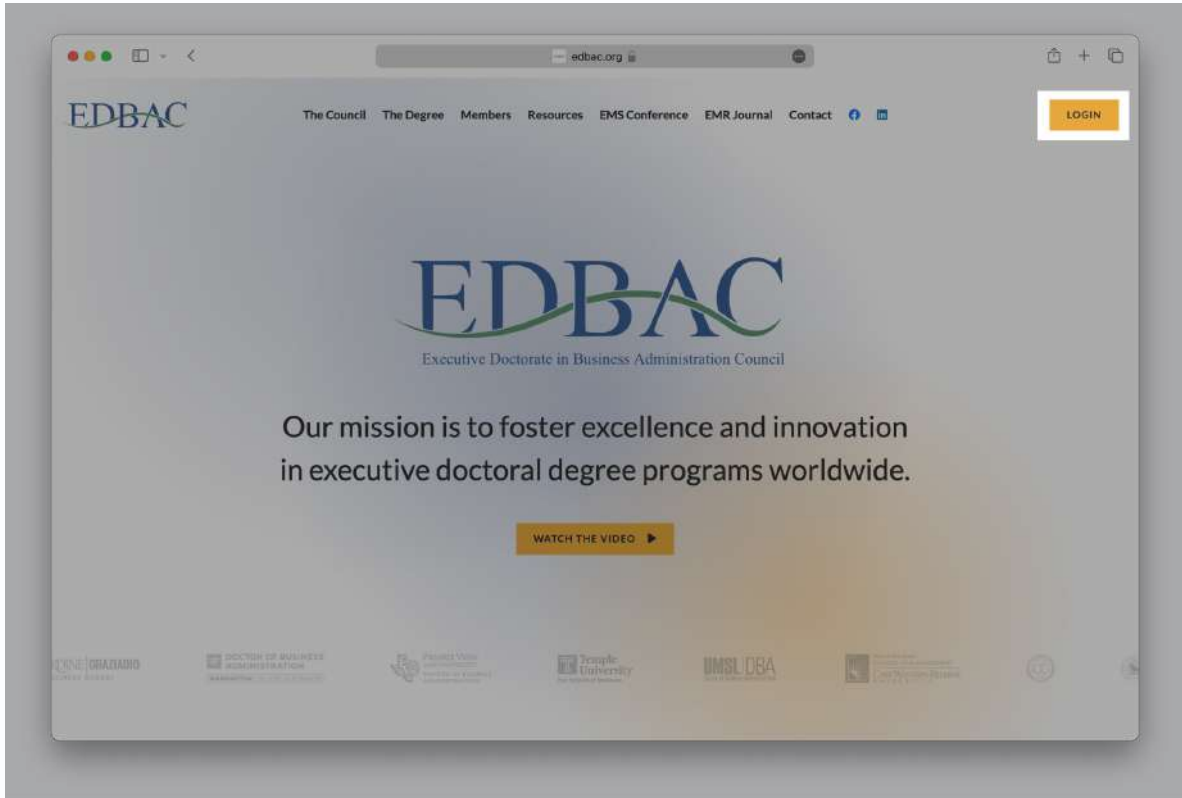


*Screenshot 09: LinkedIn Third-party App Authorisation Request (outside EDBAC).*

- E. Completion:** Once LinkedIn has verified your credentials and you've granted the necessary permissions, you'll be redirected back to the EDBAC platform. Your EDBAC account is now linked with your LinkedIn account, allowing for quicker login in the future.
- F. Dashboard Access:** You'll be automatically taken to your EDBAC dashboard. Here you can manage your ads, renew your membership, and access EDBAC materials.

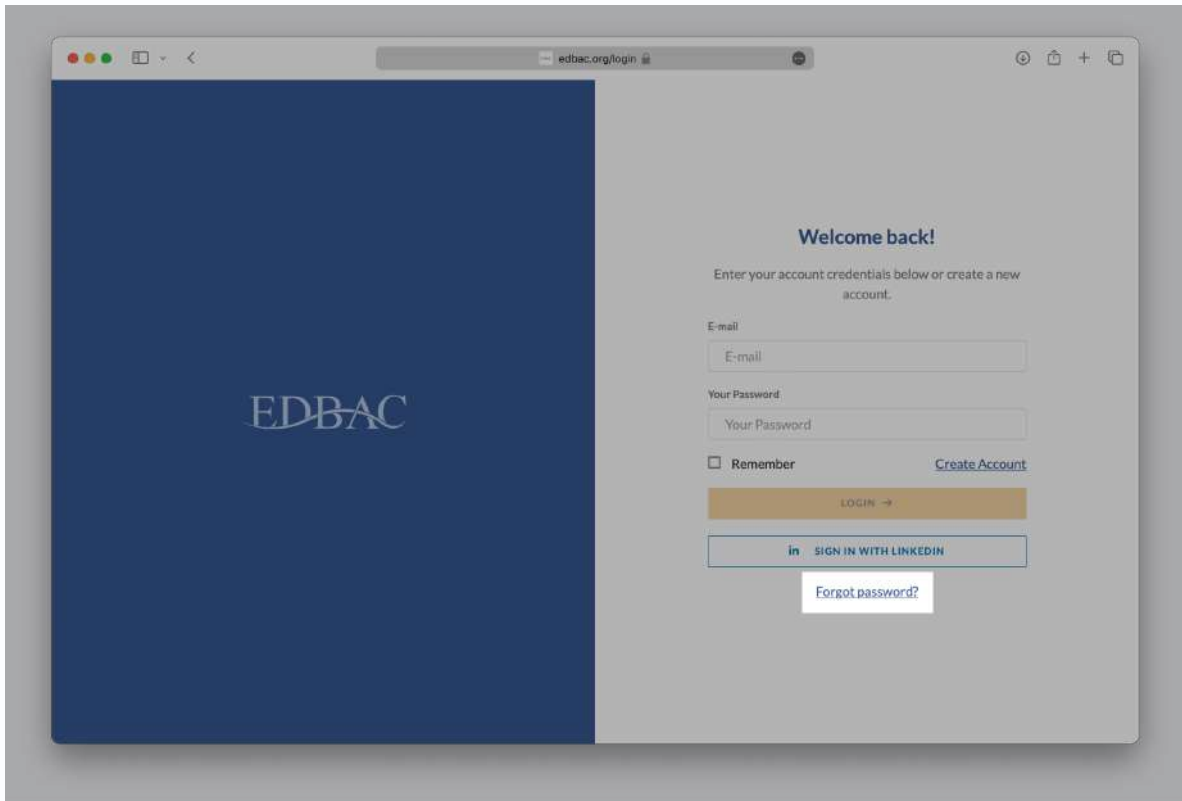
## 4. Resetting Your Password

- A. **Navigating to the Option:** If you find yourself unable to remember your password, don't worry; resetting it is straightforward. First, go to the EDBAC login page by clicking on "Login" at the top right corner of the homepage (<https://edbac.org>).



*Screenshot 10: Navigating from Home to Login.*

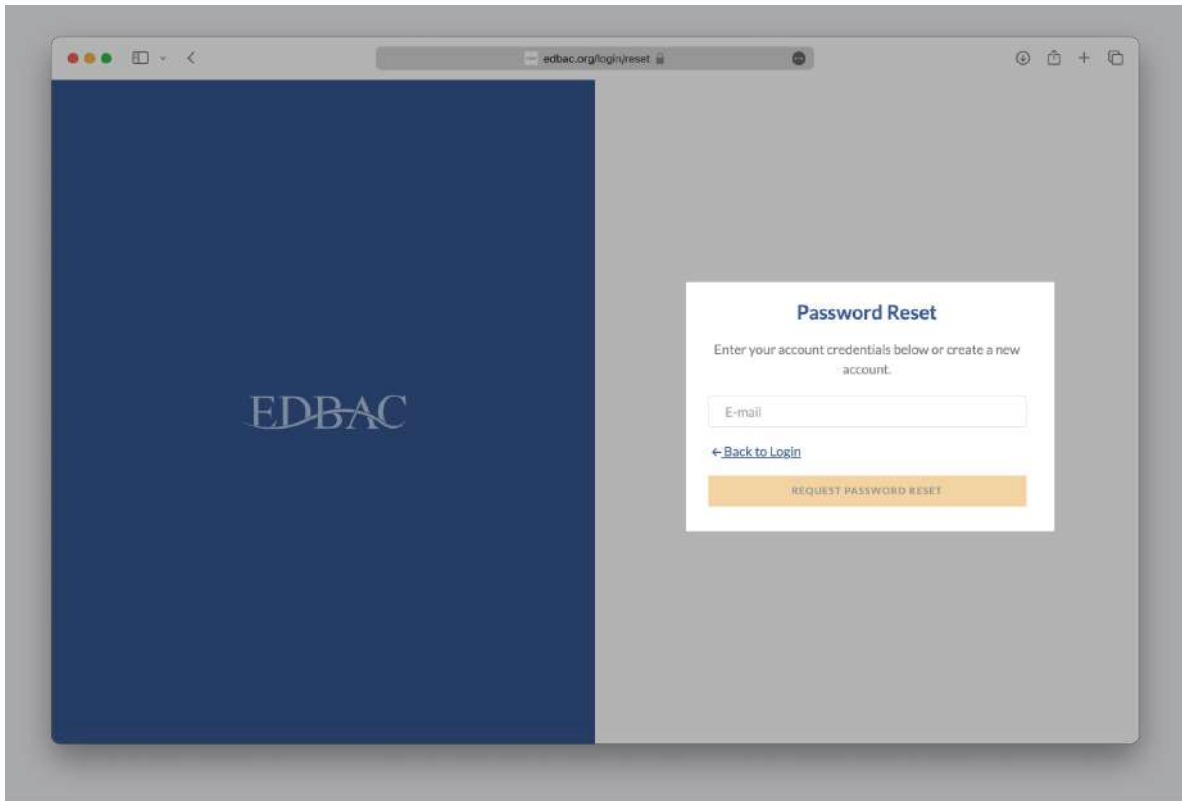
- B. **Initiating the Process:** On the login page, locate and click the "forgot password" link, usually found below the password field. This will lead you to the password reset page.



Screenshot 11: "Forgot password?" Link on Login Page

- C. **Email Entry:** On the password reset page, you'll be prompted to enter the email address associated with your EDBAC account. Make sure to use the exact email address; otherwise, the reset won't work.

*Note: If you're uncertain whether you have an existing account, this step can also confirm it. If the email address is not recognised, you'll be informed, and you can then proceed to create a new account if desired.*



Screenshot 12: Email Entry Field on Reset Page

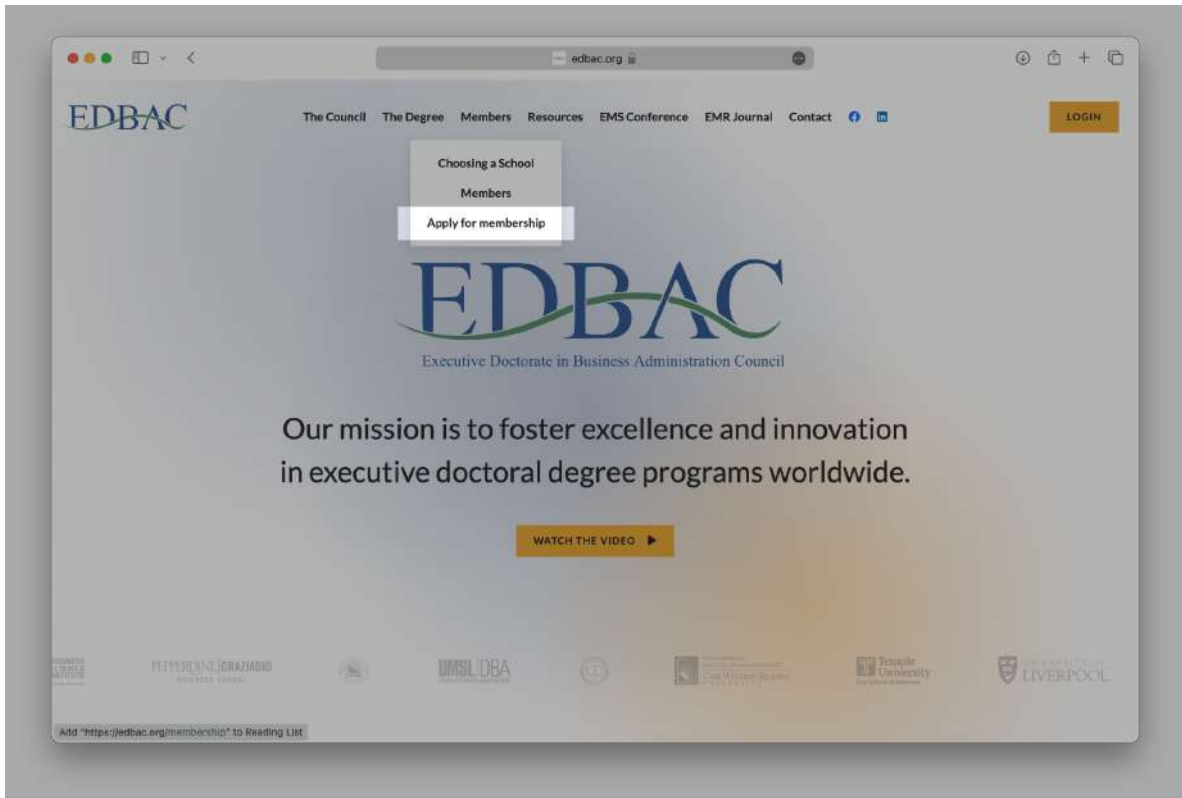
- D. **Request Reset:** After entering your email, click the "request password reset" button to initiate the reset process.
- E. **Confirmation:** Once clicked, you'll see a confirmation message stating that a password reset email has been sent if the email is associated with an account.

*Note: It's good practice to regularly update your passwords and to use unique passwords for different accounts. If you're using a public or shared computer, never save passwords in the browser.*

## 5. Applying for Membership

*Note: While it's not mandatory to have an account to apply for membership, signing up first is advisable for a more streamlined experience.*

- A. **Navigating to the Form:** Access the "Apply for Membership" page by selecting it from the main menu on the homepage.



*Screenshot 13: Apply for Membership Menu Item.*

- B. **Understanding the Form:** The application form is comprehensive, segmented into seven distinct sections for ease of navigation:
- Program Information:**  
This section asks for basic details about your institution and the DBA program it offers.
  - Schedule Information:**  
Here, you'll provide details about the program's timeline and scheduling.
  - Admission Requirements:**  
This section requires you to outline the prerequisites for enrolment.
  - Graduation Requirements:**  
Fill in what a student needs to complete to graduate from the program.
  - Contact Information:** Enter the primary contact details for program representatives.
  - Program Management:** Information about the management of the program is required here.

g. Additional Information: This is for any extra data you'd like to add about the program.

The screenshot shows a web browser window with the URL `edbac.org/membership`. The page features the EDBAC logo in the top left and a navigation menu with links for 'The Council', 'The Degree', 'Members', 'Resources', 'EMS Conference', 'EMR Journal', and 'Contact'. A 'LOGIN' button is located in the top right corner. The main heading is 'Apply for Membership'. Below this, there is a light blue section containing text about membership eligibility and contact information. The form section is titled '1. Program Information' and includes three input fields: 'Institution/University Name \*', 'Name of School \*', and 'Institution Type \*'. The first two are text boxes, and the last is a dropdown menu.

EDBAC

The Council The Degree Members Resources EMS Conference EMR Journal Contact

LOGIN

## Apply for Membership

Membership to the Executive Doctorate in Business Administration Council is open to accredited, public or private (excluding for-profit) institutions of higher learning that offer a doctoral program for executives or are considering doing so.

Our Council offers an international community for Executive Doctoral programs designed to increase visibility and marketability for such programs.

To request membership, please complete and submit the form below. If you have any questions, you can contact us at [contact@executivedba.org](mailto:contact@executivedba.org).

### 1. Program Information

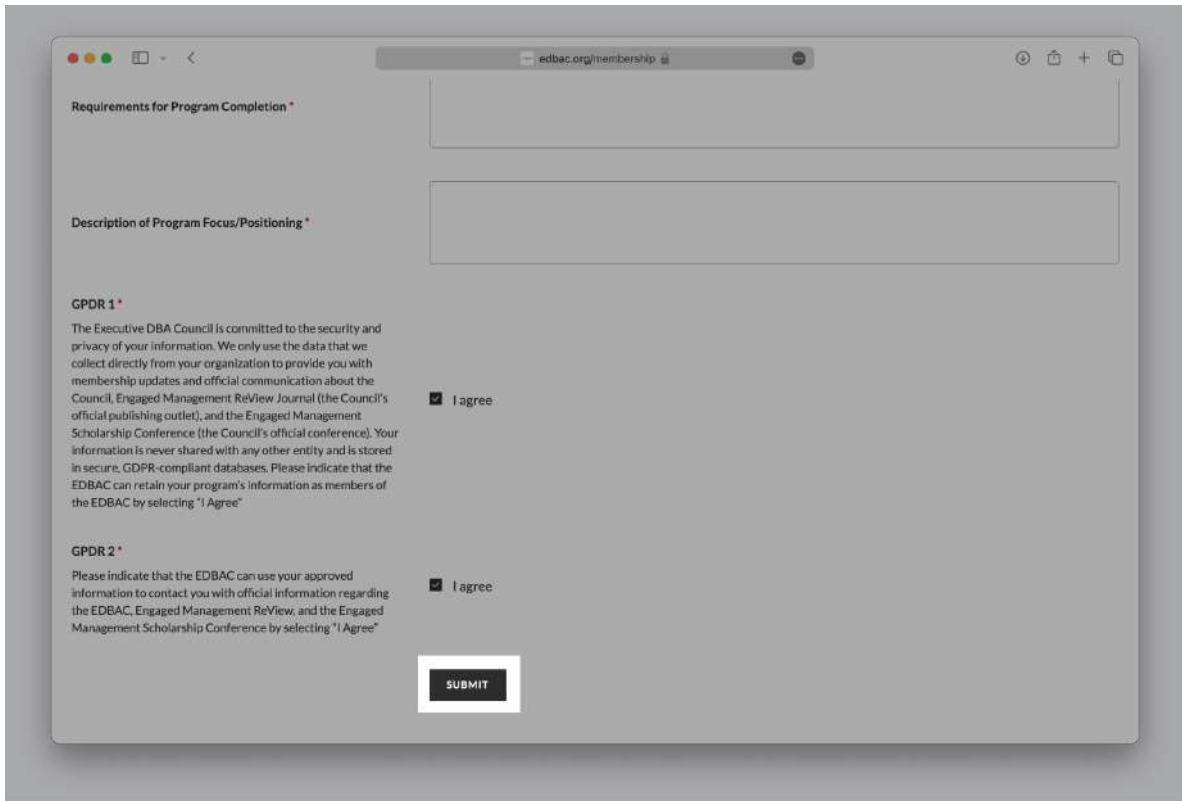
Institution/University Name \*

Name of School \*

Institution Type \*

Screenshot 14: Membership Form Page

- C. **Completion and GDPR:** Once all sections are complete, make sure to scroll to the bottom of the form. You'll find GDPR terms that you must agree to. Tick the checkbox to indicate your agreement.



Screenshot 15: "Submit" Button and GDPR Agreement

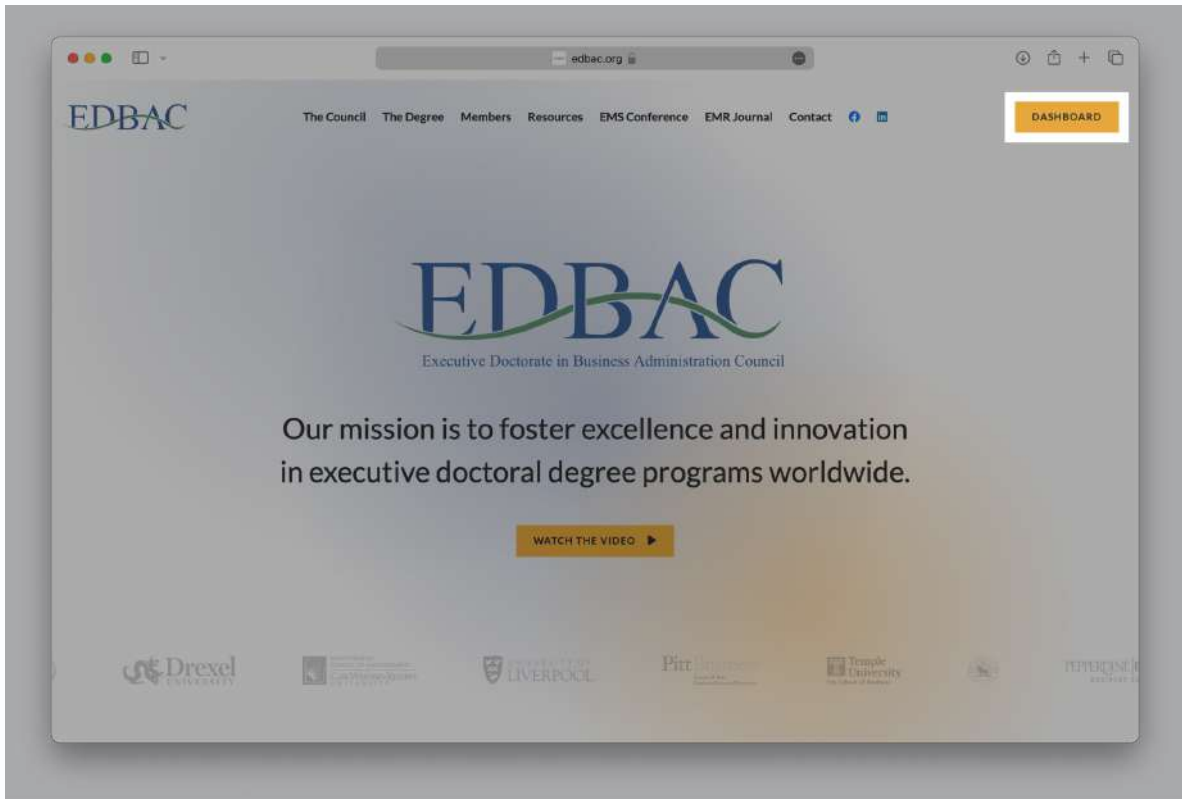
- D. **Final Steps:** After thoroughly reviewing your entries and agreeing to the GDPR terms, locate and click the "submit" button at the bottom to send in your application for review.

*Note: Ensure all fields are accurately filled to avoid delays in the application process. Incomplete forms may not be considered.*



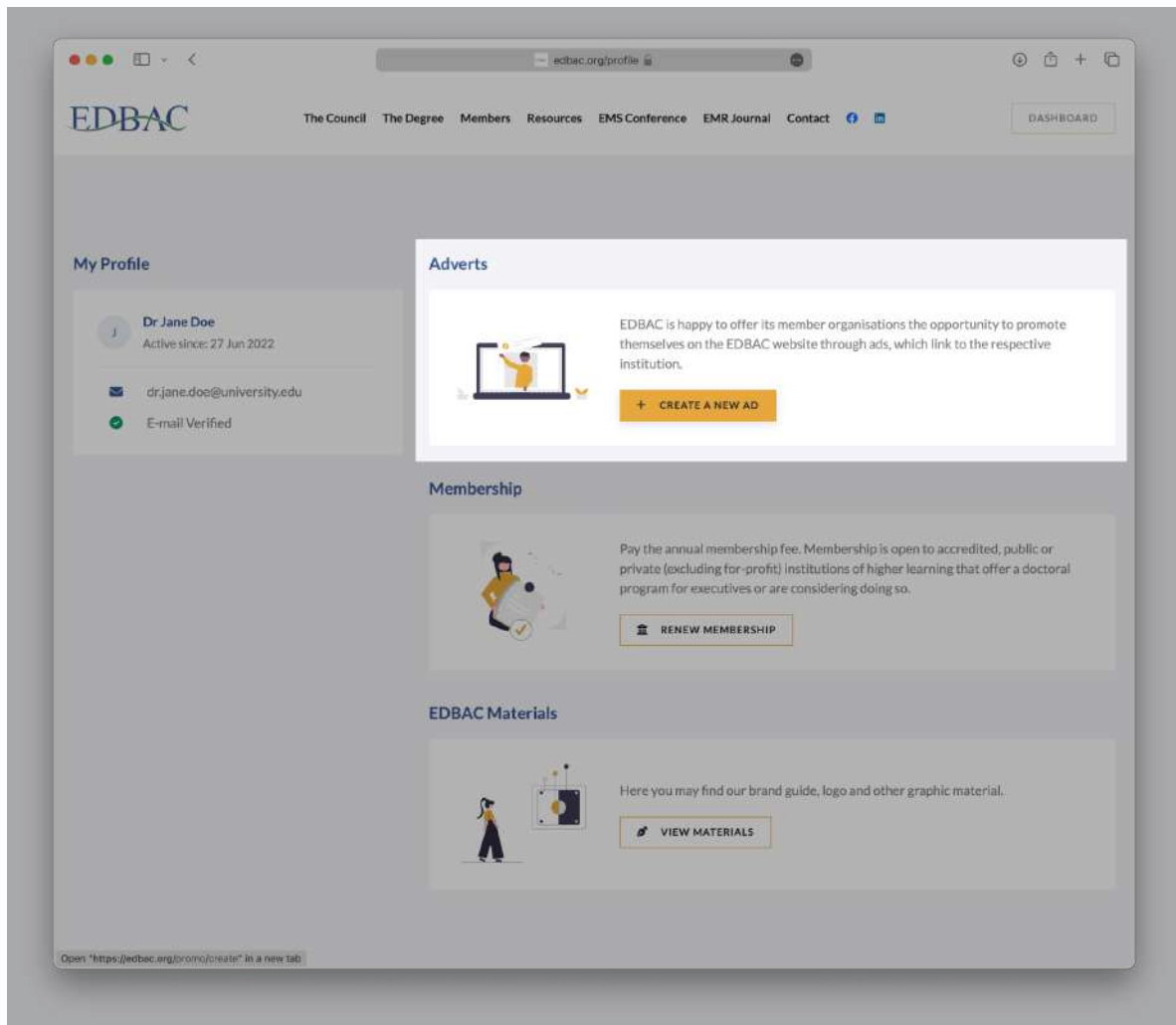
## 6. Creating an Ad for Your University

- A. **Navigating to the Dashboard:** To begin the ad creation process, first log in to your account. Once logged in, you'll be directed to the dashboard. From here, locate the section labelled "adverts" and click on the button that says "create a new ad".



*Screenshot 16: Navigating from Home to Dashboard.*

- B. **The Three-Step Procedure:** Creating an ad involves three distinct steps, clearly marked at the top of the page with a chevron:
- Enter Details: This is the initial phase where you'll provide all the necessary information for your ad.
  - Preview: This middle step allows you to review your ad before final submission.
  - Payment: This last step is where you'll complete the payment to submit your ad for approval.



Screenshot 17: Dashboard

- C. **Entering the Ad Information: The "Enter Details" section requires several fields to be filled in:**
- University Email Address: Input the official email address for your university. This is where all correspondence related to the ad will be sent.
  - University Name:  
Type in the name of your university exactly as you want it displayed in the ad.
  - DBA Program Name:  
Here, specify the name of the DBA program that you are aiming to promote.
  - URL: Ensure this is a valid, functioning link that directs users straight to your specific university or DBA program.
  - Upload Your Logo: The logo will be part of your ad and also displayed on our homepage in a specially designed logo carousel. Therefore, it's crucial to upload a high-quality PNG image with a transparent background. The file size must not exceed 1MB.

- f. Select Duration: Here, you're given options to choose how long your ad will be displayed. Costs are variable depending on your selection.

*Note: It's imperative that all fields are filled in and that you double-check for accuracy. Incomplete or inaccurate information could lead to delays or rejection in the ad approval process.*

The screenshot shows a web browser window with the URL `edbec.org/promo/create`. The page has three tabs: "1. Enter Details", "2. Preview", and "3. Payment". The "1. Enter Details" tab is active. The form contains the following fields and options:

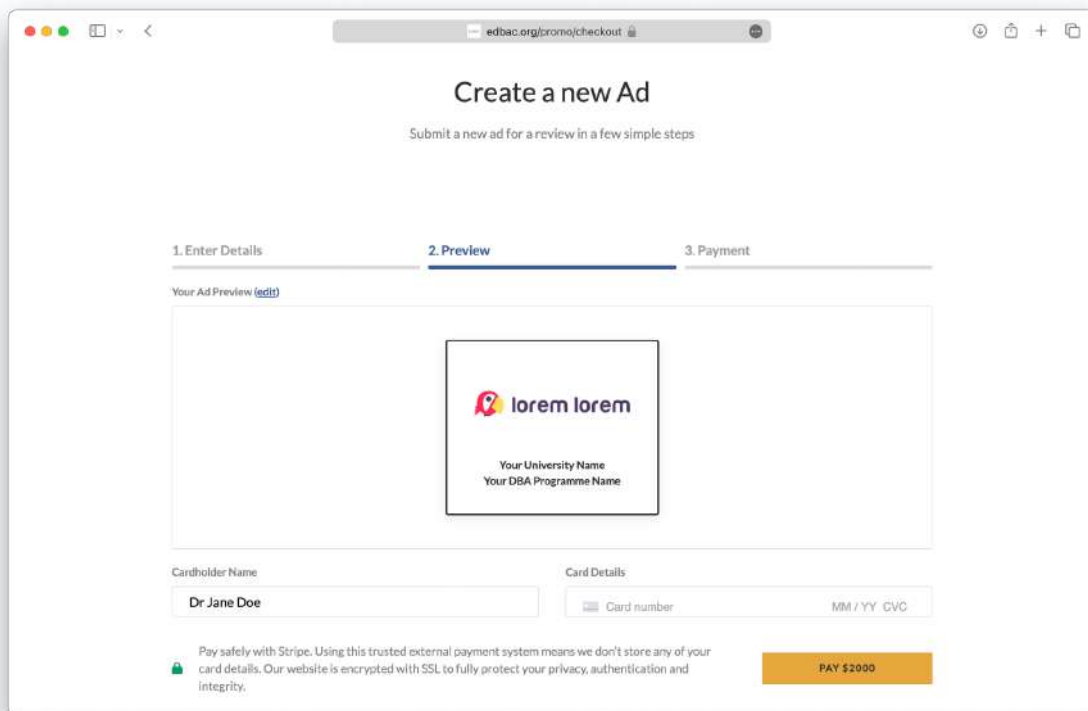
- University E-mail Address\*: `info@university.edu`
- University Name\*: `Your University Name`
- DBA Program Name\*: `Your DBA Programme Name`
- URL (a valid link starting with http:// or https://)\*: `https://university.edu/dba`
- Upload Your Logo (PNG/JPG only, up to 1MB)\*: `Screenshot-2022-06-27-at-14.16.43.png`
- Select Duration\*:
  - Advert | Jan - Dec 2023  
\$2000.-  
\* The amount includes the online payment fee.
  - Advert | Jan - Jun 2023  
\$1000.-  
\* The amount includes the online payment fee.
  - Advert | Jul - Dec 2023  
\$1000.-  
\* The amount includes the online payment fee.

\* All fields are mandatory

SAVE AND CONTINUE →

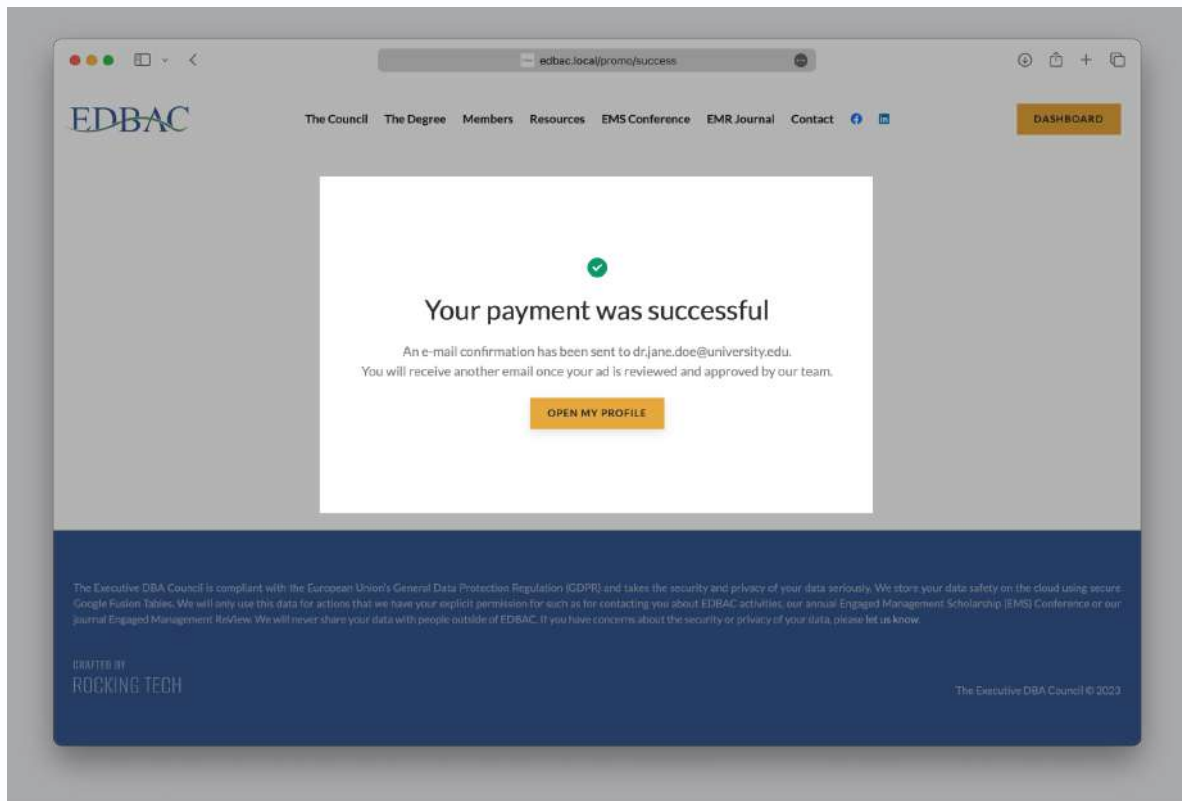
Screenshot 18: New Ad Form

- D. **Reviewing and Making Payment.** Previewing the Ad: In the "Preview" phase, you have the opportunity to review all the information provided. If there are any mistakes or if you wish to make changes, you can navigate back to the "Enter Details" phase by clicking an "edit" option.



Screenshot 19: Your new Ad preview page (with payment)

- E. **Completing the Payment:** The payment details are also part of the "Preview" section. Payment is securely managed through Stripe, ensuring that no card details are stored on the EDBAC website.
- F. **Submitting the Ad for Review:** After carefully verifying all information and completing the payment, click the "pay" button followed by the amount to submit your ad for review.



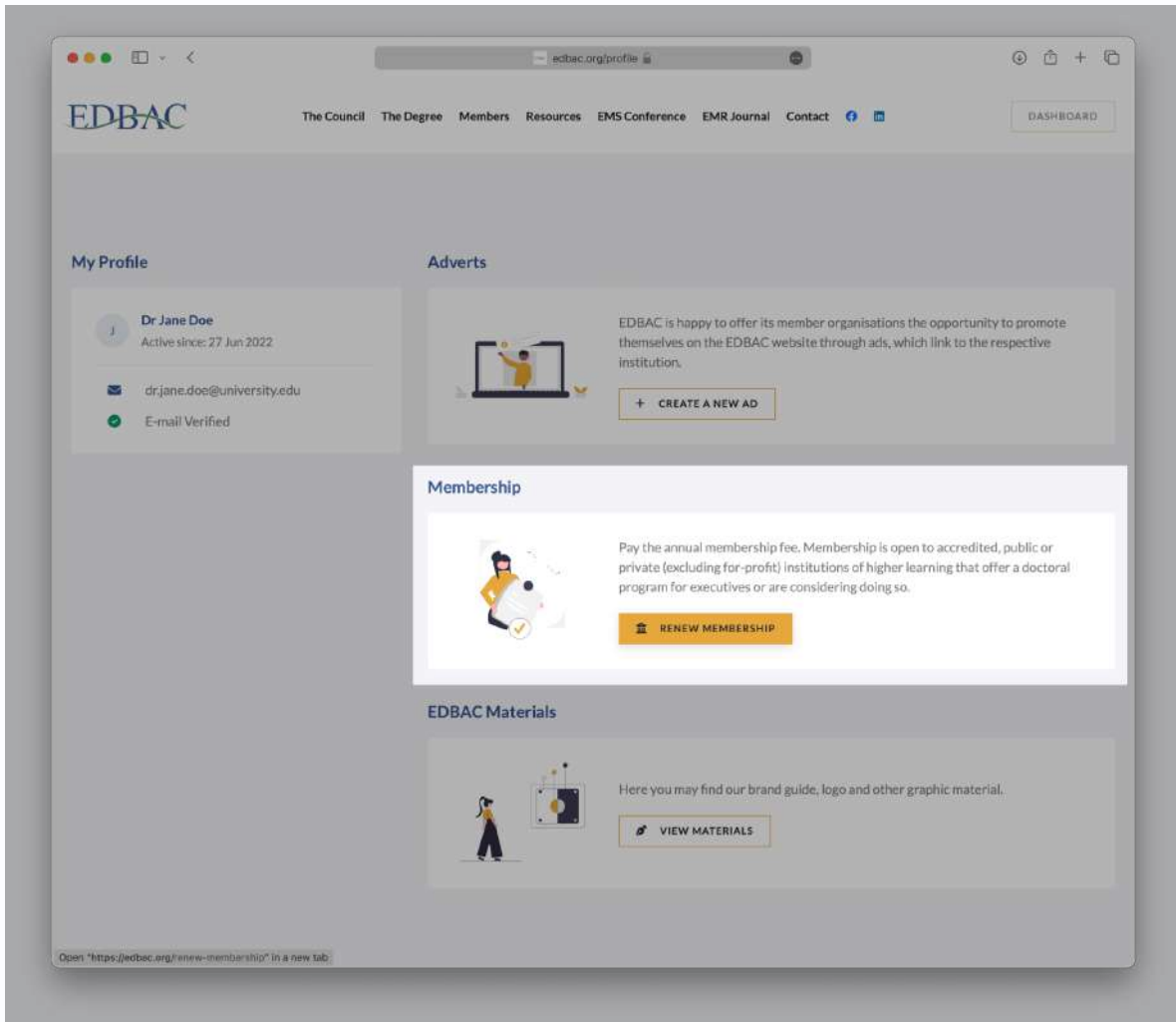
Screenshot 20: Successful Payment Confirmation

- G. **Review Process:** Once submitted, your ad will be reviewed by our team. You'll receive an email confirming whether the ad has been approved or rejected. If approved, the ad will appear on the EDBAC website for the exact period you've paid for.
- H. **Monitoring Your Ads in "My Profile".** Once you've initiated the process of ad creation, you can track the status and manage all your advertisements under the "My Ads" section in "My Profile". This area provides a comprehensive overview and real-time updates on your submitted ads. Here, you'll find them categorised as follows:
  - a. **Draft:** These are ads you've started creating but haven't yet paid for or submitted. You can continue the creation process by clicking on the corresponding "continue" button next to each draft.
  - b. **Paid:** These are ads for which payment has been successfully completed but are still awaiting approval from our team.
  - c. **Approved:** These are ads that have been reviewed and approved by our team. They will go live for the exact period you've paid for.
  - d. **Active:** These are ads that are currently being displayed on the EDBAC website.

*Note: You can monitor the status of each ad and make necessary adjustments, ensuring you're always in control of your promotional activities on the platform.*

## 7. Annual University Membership

- A. **Navigating to the Dashboard:** Log in to your EDBAC account and you'll be directed to your dashboard. Here, you'll find a variety of options related to your account and settings.
- B. **Locating the Membership Section:** Scroll down to find the "Membership" section. This is where you'll handle everything related to your annual university membership.



Screenshot 21: Dashboard

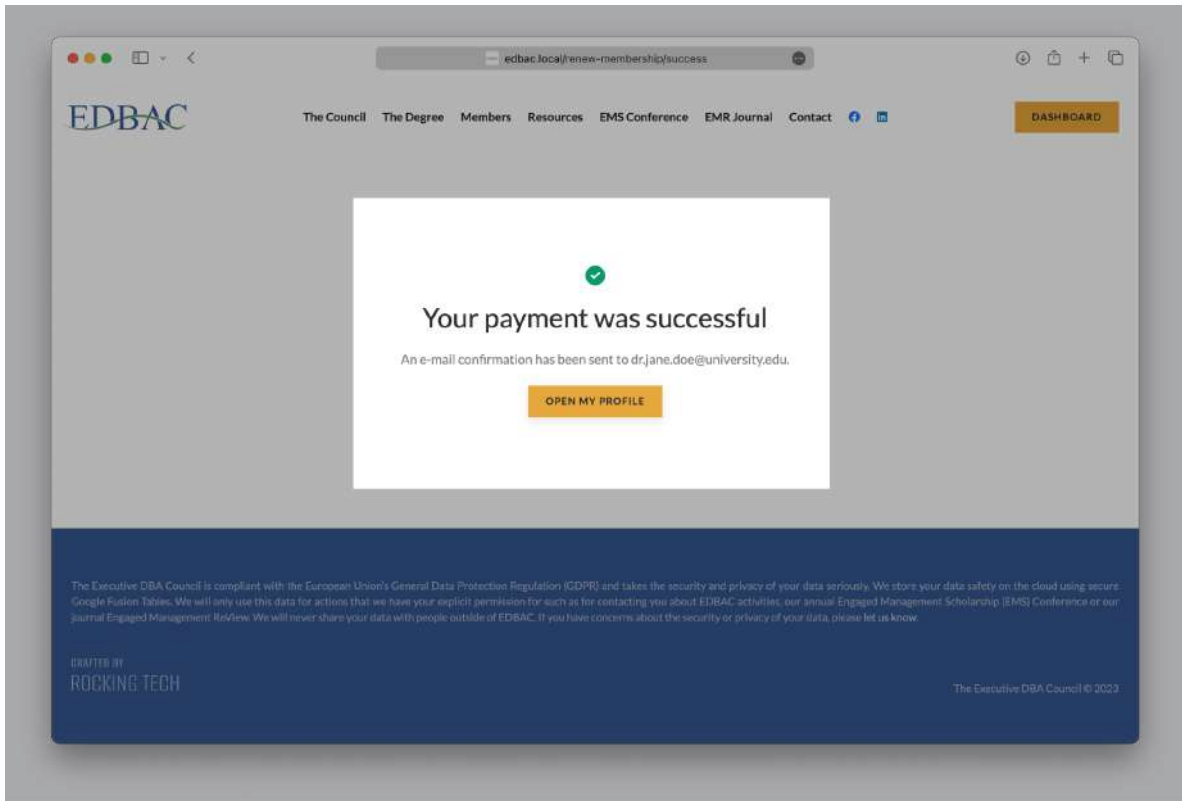
- C. **Membership Criteria:** Membership is open to accredited, public or private (excluding for-profit) institutions that offer a doctoral program for executives or are considering launching one. Ensure you meet these criteria before proceeding with the payment.
- D. **Completing the Payment.** Click 'Renew Membership': In the "Membership" section, you'll see a button labelled "renew membership". Click on it to proceed to the payment page.

- E. **Payment Page Overview:** You'll be taken to a page that shows the details for the annual membership fee. It will specify the fee amount and the period the membership covers. For example, from July 1, 2023, to June 30, 2024.
- F. **Filling in Payment Details:** Fill in the required fields, which include your university email address, university name, cardholder name, and card details.

The screenshot shows a web browser window with the URL `edbac.org/renew-membership`. The page title is "Annual Membership Renewal" with the subtitle "Pay the annual membership fee". A central box displays "Annual Membership" for the period "July 1, 2023 - June 30, 2024" with a fee of "\$750.--". A note below states: "\* The amount includes the online payment fee." Below this are four input fields: "University E-mail Address\*" containing "info@university.edu", "University\*" with a dropdown menu showing "Select the University\*", "Cardholder Name" containing "Dr. Jane Doe", and "Card Details" with sub-fields for "Card number", "MM / YY", and "CVC". At the bottom left, there is a security notice: "Pay safely with Stripe. Using this trusted external payment system means we don't store any of your card details. Our website is encrypted with SSL to fully protect your privacy, authentication and integrity." At the bottom right is an orange "SUBMIT PAYMENT" button.

*Screenshot 22: Membership Renewal Form.*

- G. **Secure Payment:** Payment is securely managed through Stripe. No card details will be stored on the EDBAC platform, offering you complete privacy and security.
- H. **Finalising Payment:** After verifying all the information, click the "submit payment" button to complete the transaction.
- I. **Payment Confirmation:** Upon successful payment, you'll see a confirmation message stating, "Your payment was successful". An email confirmation will also be sent to the email address you provided.

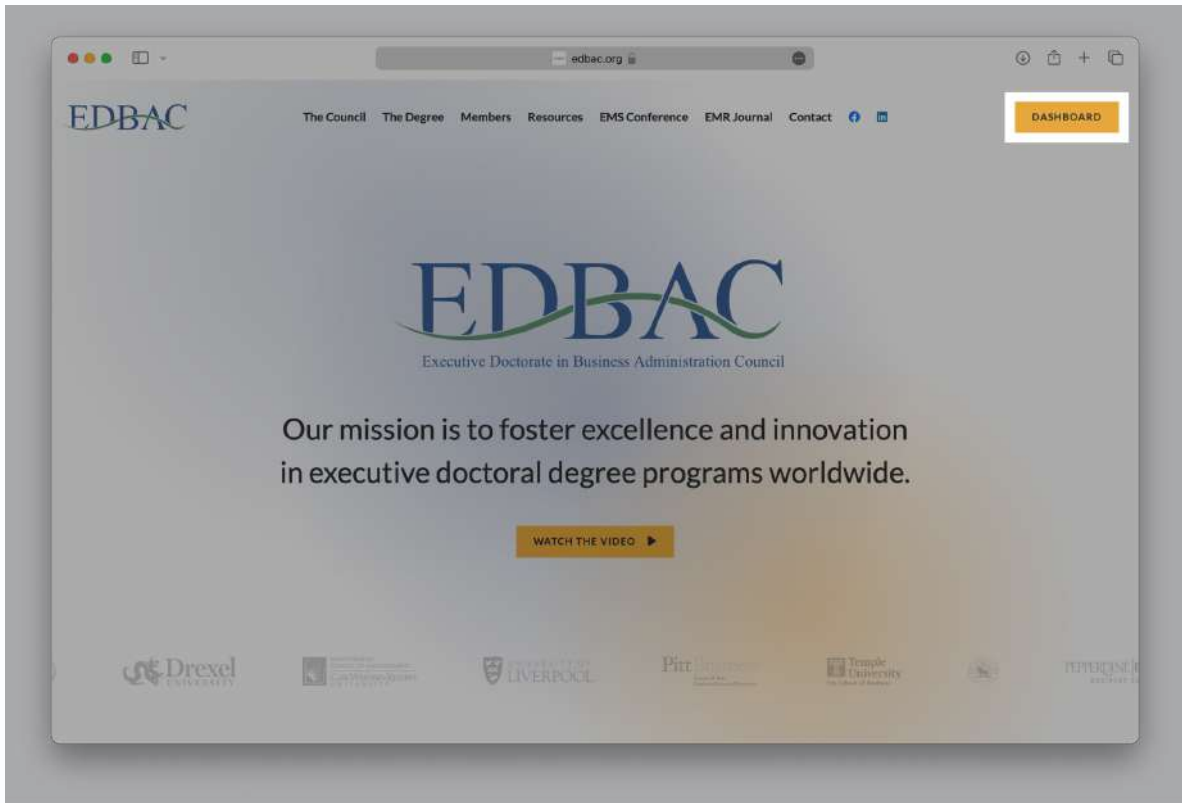


Screenshot 23: Membership Renewal Confirmation



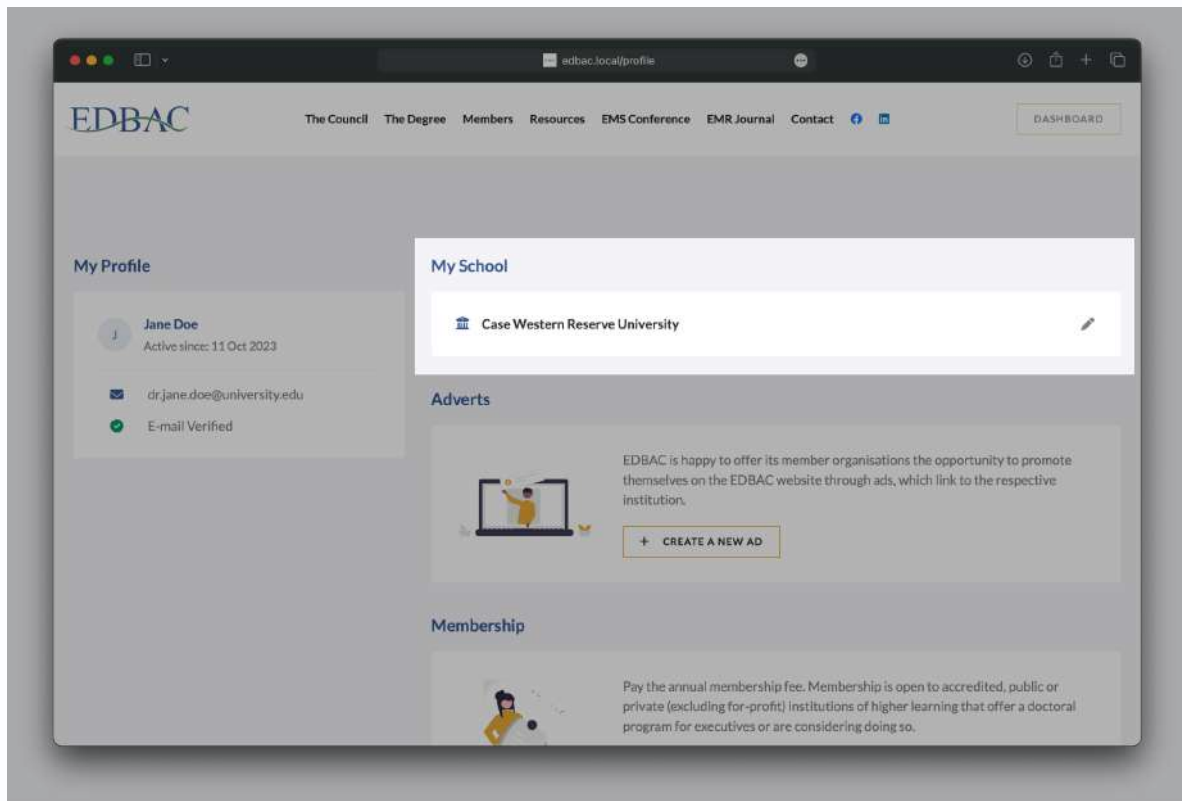
## 8. Requesting Changes to Profile Information

- A. **Access Dashboard:** After logging in, you'll land on your dashboard. Here, you'll find a list of universities connected to your account, among other features.



*Screenshot 24: Navigating from Home to Dashboard*

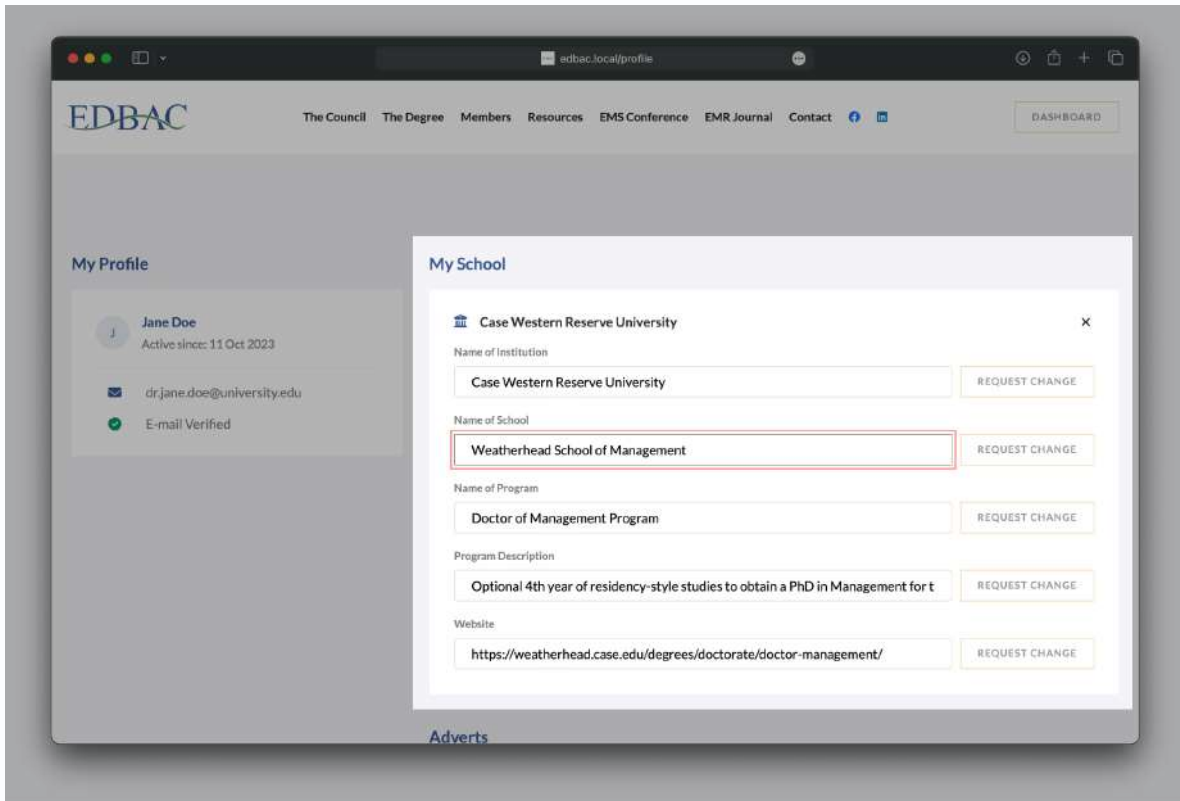
- B. **Select University:** Locate the university whose information you wish to update. Click the 'Edit' pencil icon next to it.



*Screenshot 25: Your Dashboard*

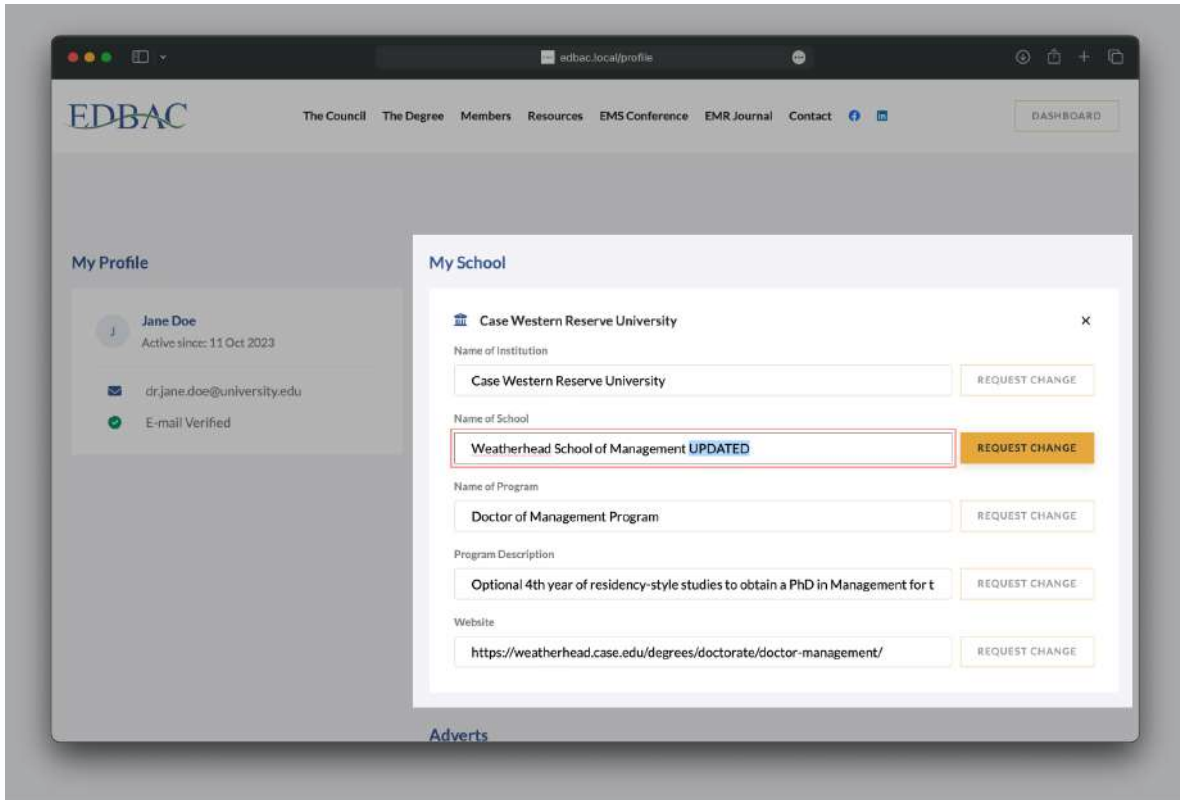
- C. **Editing University Information:** Upon clicking the 'Edit' pencil icon, a form will appear with editable fields pertaining to that specific university.
- D. **Field Selection:** Navigate to the field you want to change. Click on it to make it editable.

- E. **Input Changes:** Type the new information into the selected field. Once a change is detected, a 'Submit Change' button will become active.



Screenshot 26: Form to Request Changes

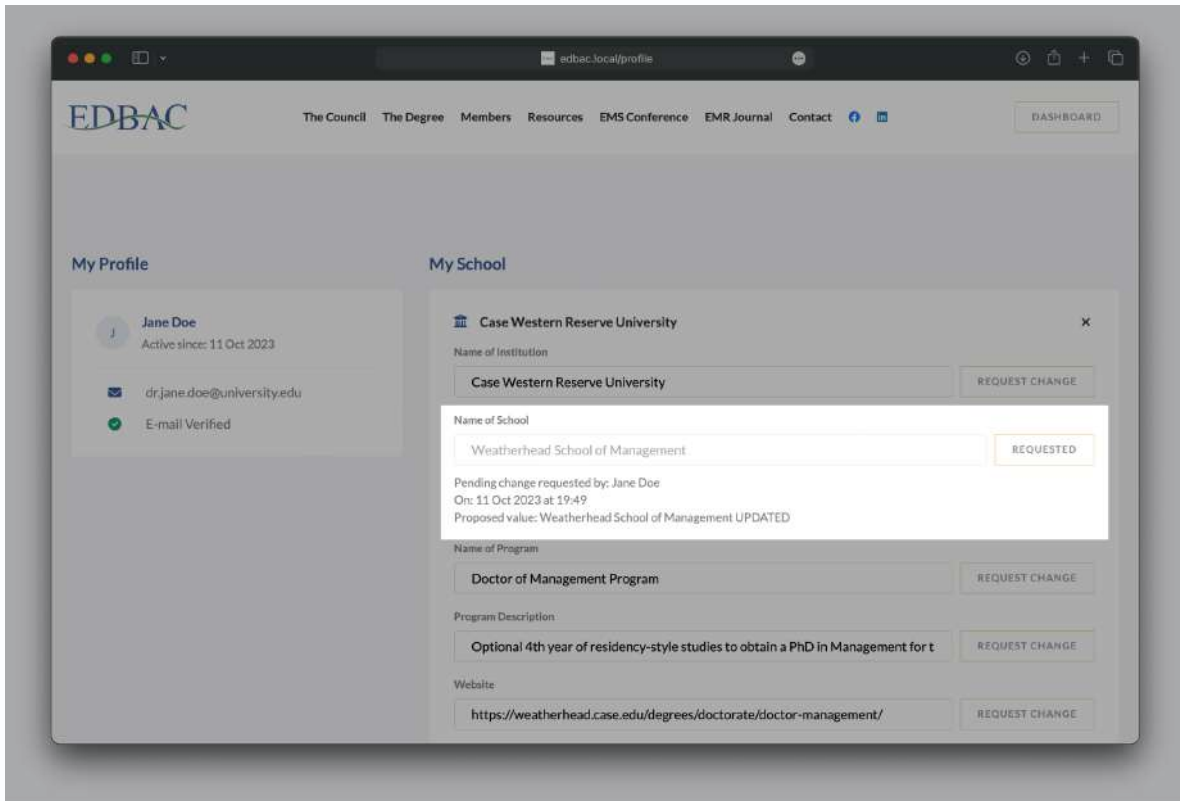
- F. **Submit Changes:** Click the active 'Submit Change' button to send your request for approval.



Screenshot 27: Value changed albeit not submitted

- G. **Await Confirmation:** After submission, your change request will go through a review process. You'll receive an approval or rejection email to inform you of the outcome.

- H. **Online Registry Update:** When your changes are approved, they will also be updated in the online registry of EDBAC members.



Screenshot 28: Value changed and submitted

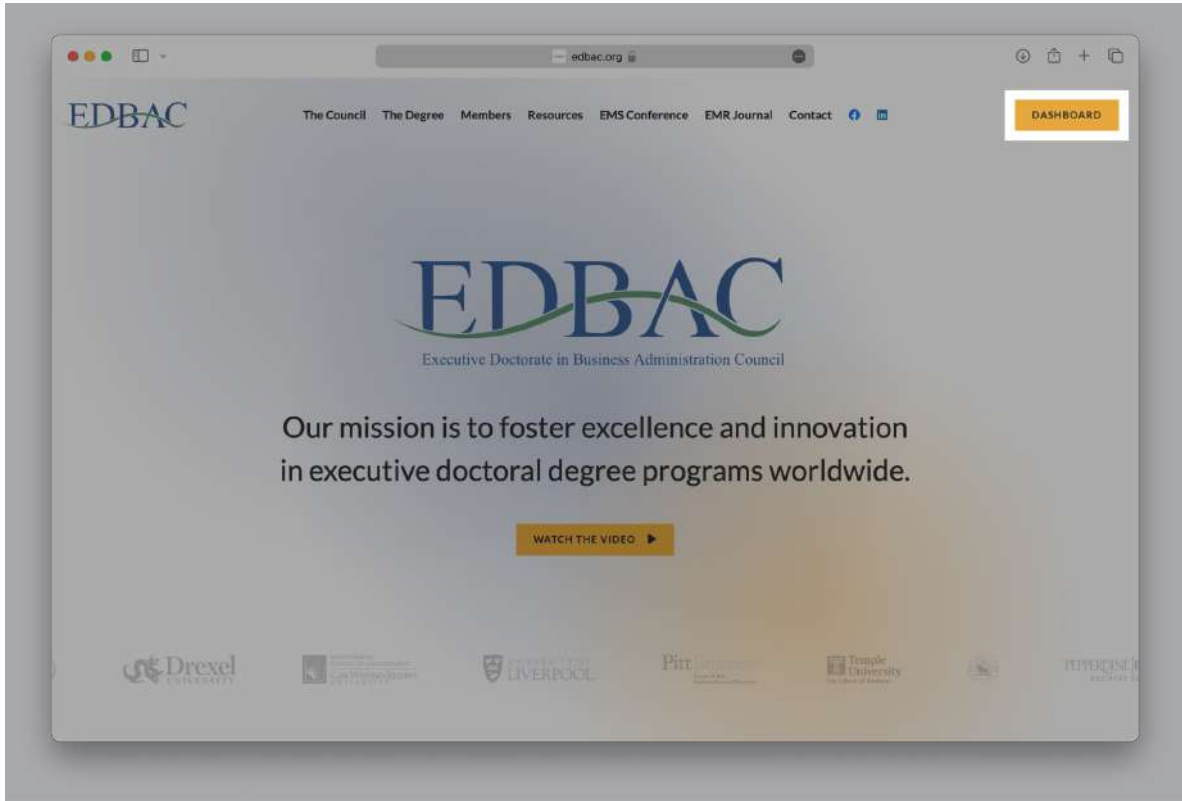
*Important Note: Automatic Access for Existing Members: If you sign up or log in using the exact email address that EDBAC already has on file for an existing member, you'll automatically gain access to manage that university's profile.*

*Note: For Unlikely Cases: If you find that you do not have access to a university you're supposed to manage, please reach out to our support team for resolution.*

*Note: By carefully following these steps, you can effortlessly update and manage the university information linked to your profile. This ensures that the most current details are available in the EDBAC's online registry.*

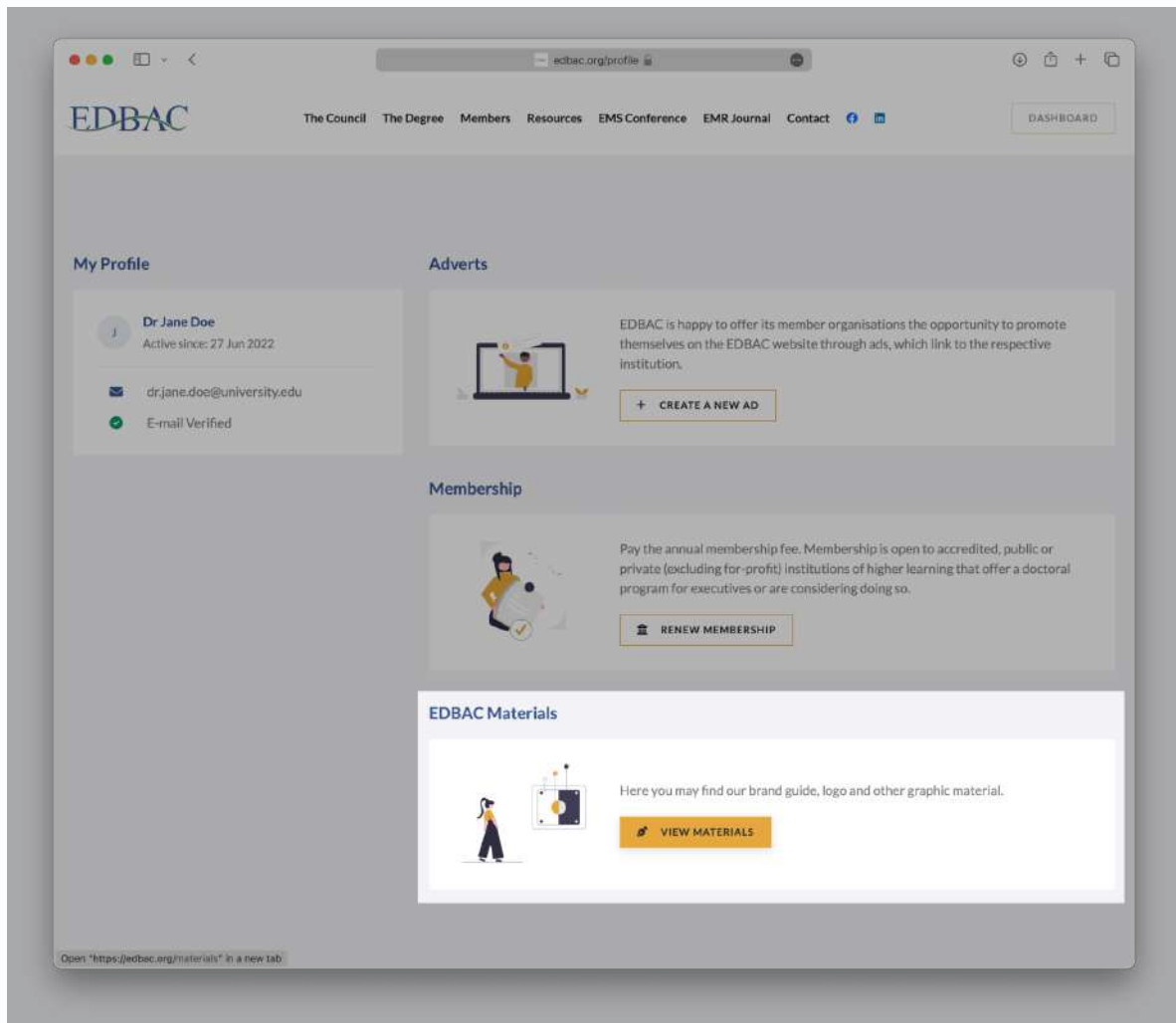
## 9. Accessing EDBAC Materials

- A. **Access the Dashboard:** After logging into your EDBAC account, you'll be directed to your dashboard. This is the central hub for your EDBAC membership.



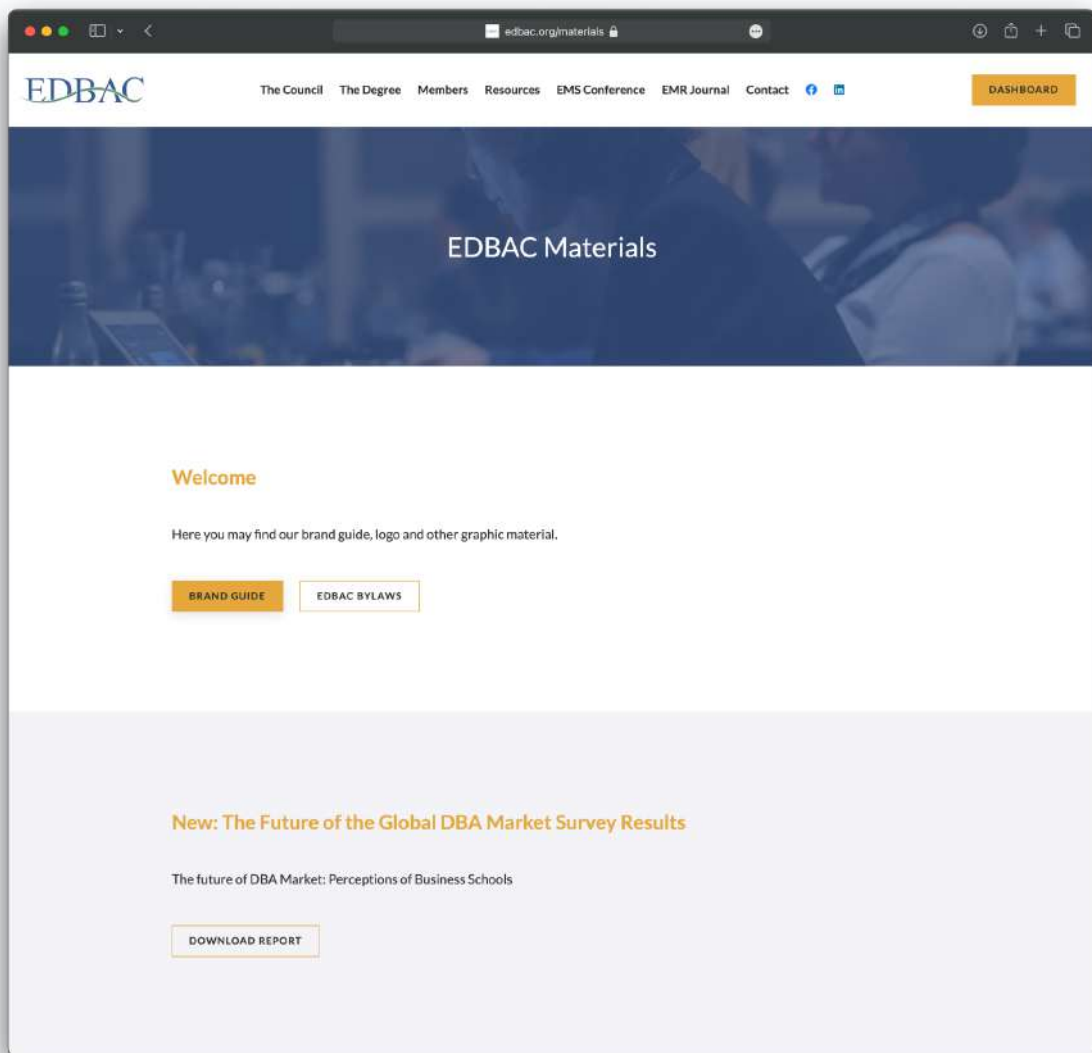
Screenshot 29: Navigating from Home to Dashboard.

- B. **Locate 'Materials' Option:** In the main menu, you'll find a tab labelled "Materials". Clicking this will take you to the EDBAC materials page.



*Screenshot 30: Your Dashboard*

- C. **Available Resources:** On this page, you'll find a collection of essential EDBAC materials, including brand guides, logos, and survey reports. These resources are designed to help you better understand and represent EDBAC.
- D. **Brand Guide and Bylaws:** Look for the "Brand Guide" and "EDBAC Bylaws" sections for official branding guidelines and operational rules.
- E. **Market Surveys:** Periodically, EDBAC releases surveys such as "The Future of the Global DBA Market". These are located under a clearly marked header like "New: The Future of the Global DBA Market Survey Results".
- F. **Logo Downloads:** EDBAC offers its main and secondary logos for official use. Be sure to adhere to the branding guidelines when using these. You'll find options for different file types like SVG, AI Kit, and PNG Kit.



*Screenshot 31: EDBAC Materials Page.*

- G. **Upcoming Promotional Opportunities:** Information about future advertising options, like the "Brochure for Ads 2024", is also available. Note the release dates for these resources.
- H. **President's Photo:** A photo of the EDBAC President is available for approved use in publications related to EDBAC. Any usage must be approved by EDBAC.
- I. **Contact Information:** Should you have further questions or need additional guidance, a contact email is provided at the bottom of the page for your convenience.