



Migration Hub User Guide

Lux Consulting Group, Inc.

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Revisions

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Table of Contents

1. Introduction	1
2. Roles	1
3. Key Terms	1
4. Belmont Forum Hubs Welcome Page	3
5. Accessing the Network	4
User Credentials	4
Creating a Profile	8
Connecting with and Following Other Users	12
Joining a Group	13
Creating a Group	15
Leaving a Group	17
Joining a Discussion Forum	17
Sending Messages	20
Receiving Notifications	22
Accessing Account Settings	22
Email Preferences	23
	23
6. Calendar	24
7. Help	24

1. Introduction

This guide provides a detailed overview of the key processes involved in the creation, -

The guide is intended for Consortium Leads, Researchers, and other Project Members who will be accessing the Hub page and participate in the network.

2. Roles

Migration Coordinators: The team of Migration Coordinators will be the focal point of contact for the Migration Hub. Coordinators will help manage content on the page and will work closely with Consortium Leads and Researchers to create accounts and establish user profiles.

Migration Consortium Leads: The Consortium Leads can participate in the discussion forums, join groups, and connect with other members.

Migration Guests: Guests, who are not directly affiliated with specific Migration projects, are also welcome to create profiles within the Migration Hub.

Lux: Lux is tasked with designing the Migration Hub and providing helpdesk and user maintenance support. The Lux team will also submit monthly analytics reports to the Secretariat and the Coordinators.

Migration Partner/Funding Organizations: Partner/Funding Organizations are expected to create their own accounts and profiles within the Migration Hub network. Partner/Funding Organizations can propose updates to the Welcome Page, as well as participate in groups and forums.

Migration Researchers: Researchers are expected to create their own accounts and profiles within the Migration Hub network. Researchers can participate in the discussion forums, join groups, and connect with other members.

Secretariat: The Secretariat works with Lux to review and manage content for the Welcome Page. Both the Secretariat and Coordinators will be tasked with reviewing progress following the hub's rollout.

3. Key Terms

Belmont Forum Hubs Page: The Belmont Forum Hubs Page is the public landing page for all hub pages located at <https://hubs.belmontforum.org>.

Groups: Users can join both public and private groups within the Migration Hub. These groups serve as a network for Coordinators, Consortium Leads, and Researchers.

Member Profiles: The Member Profile refers to a user's personal profile within the Migration Hub's network.

Welcome Page: The Welcome Page contains a slider with upcoming events, a CRA-specific calendar, and links to groups, members, and forums.

4. Belmont Forum Hubs Welcome Page

The Hub Welcome Page is the public landing page for the Migration Hub and other CRA hubs. The Welcome Page features a list of hubs, as well as instructions for getting started.

Only the Secretariat and Lux are authorized to make updates to this page.

While only the Secretariat and Lux are authorized to make changes directly to the page, the Coordinators, Consortium Leads, and Researchers can all propose changes to the Welcome Page. The Lux team will provide technical assistance and helpdesk support during the process.

To enter the Migration Hub, click on the Migration icon under List of Hubs, or select “Migration” from the “Hubs Home” menu on the top.



Welcome to the Migration Hub!

This portal is intended to enable coordination, collaboration and professional networking for those involved in the Migration CRA. You will find opportunities to connect and share your interests. Create a member profile, join groups and discussion forums!

Announcements

- The Call for Proposals in the Migration 2022 CRA has been closed. The eligible proposals are now under review.
- The Call for Migration 2022 Proposals has been extended.



5. Accessing the Network

Lux has designed the Migration Hub with internal and external features for project personnel to network, share project updates, and promote events.

The Hub features a public and private interface. To access the private interface, you will need to log in with your user credentials.

User Credentials

Create an account

Users will receive an invitation to join the Belmont Forum Hub via email invitation.

1. The title of the invitation email is "An invitation from 'user name' to join [Belmont Forum Hubs]."

BelmontForum Hubs

You have been invited by IT Lux to join the [BelmontForum Hubs](#) community.

To accept this invitation, please [click here](#).

2. Users will follow the link to create an account.

Create an Account

or sign in

 Welcome! You've been invited to join the site by the following user: IT Lux. Please fill out the information below to create your account.

Email



Confirm Email

Password



Confirm Password



First Name

Last Name

3. User will receive another email with an activation link for activating the account.

Thanks for registering!

To complete the activation of your account, go to the following link:

<https://www.beta.belmontforum.org/connect/oceans2018/activate/HZBfU2ExokMPsHimCiVPSSRndbfHHEIh/>

4. User will follow the link and activate their account.



Thanks for registering!

To complete the activation of your account, go to the following link:

[https://hubs.belmontforum.org/activate/
BGtmuSKYNNUYa5gz4E1FGGH11dvmBeZ0/](https://hubs.belmontforum.org/activate/BGtmuSKYNNUYa5gz4E1FGGH11dvmBeZ0/)

5. Users will log in by clicking “Log In” and providing the email and password they set up in the account creation step.

Account Activated



Your account is now active!

Your account was activated successfully! You can now log in with the username and password you provided when you signed up.

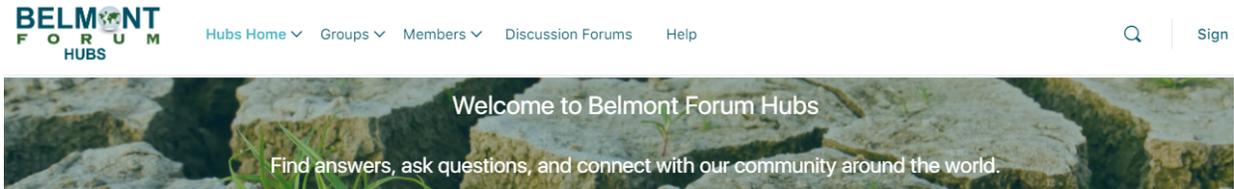
[Log In](#)

6. Users will follow this link to go to the hub.

<https://hubs.belmontforum.org/migration-hub/>

Login in to Migration Hub

After creating an account, users can log in by going to <https://hubs.belmontforum.org/> and clicking on Sign in (top right corner).



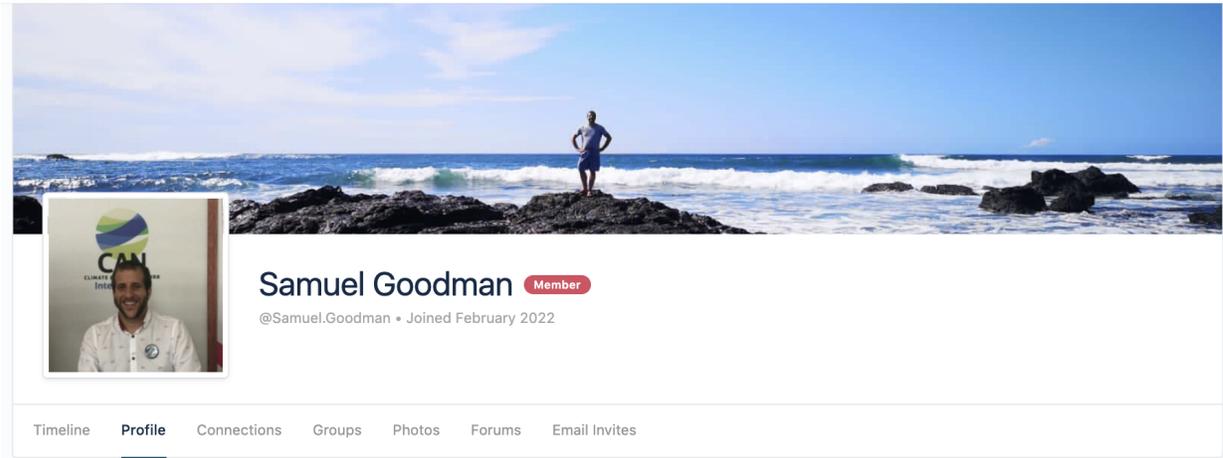
and enter your username or email address and password.

The image shows the login page of the Belmont Forum Hubs. At the top is the logo 'BELMONT FORUM HUBS'. Below the logo is the text 'Sign in'. There are two input fields: 'Email Address' and 'Password'. The 'Password' field has a toggle icon for visibility. Below the input fields are two checkboxes: 'Remember Me' and 'Forgot Password?'. At the bottom is a dark blue 'Log In' button. Below the button is a link for 'Terms of Service and Privacy Policy'.

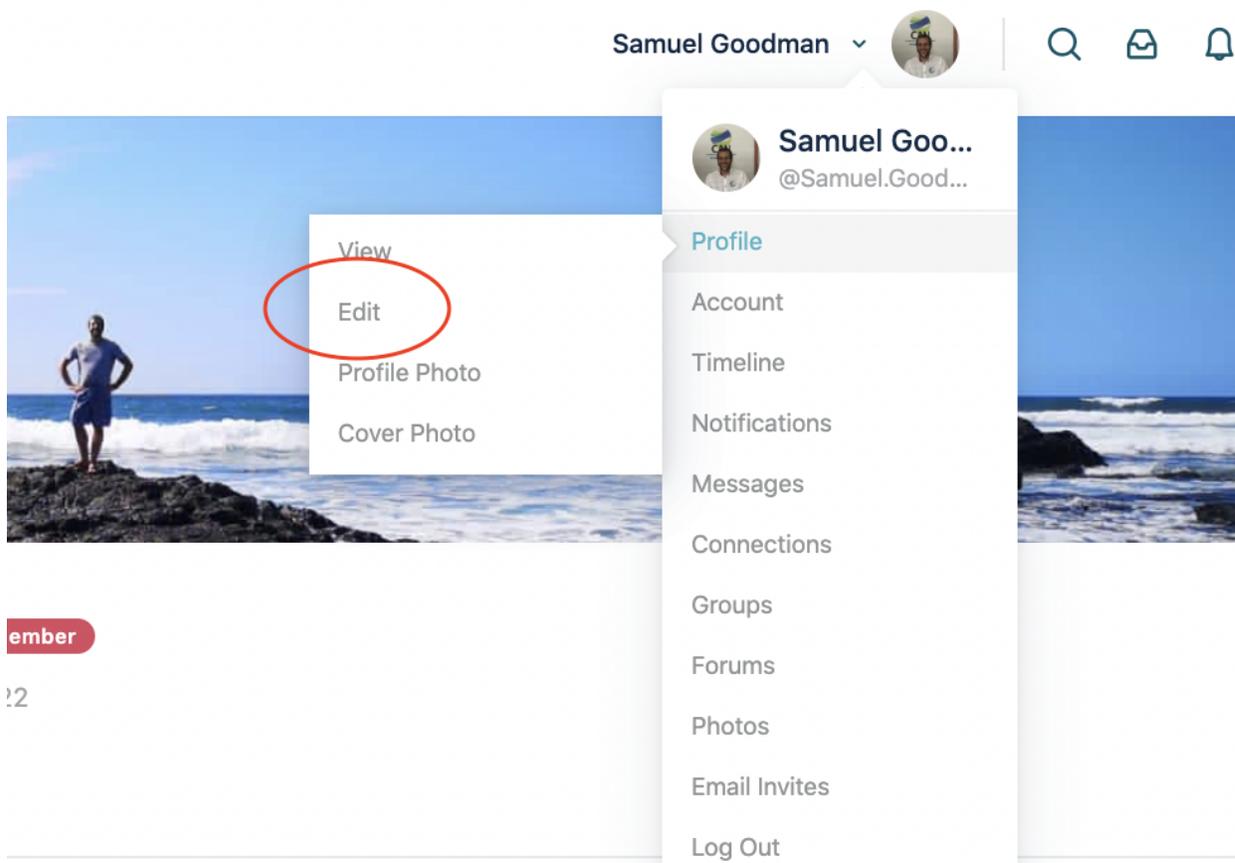
After signing in, users will create their member profiles. A member of the Coordinators team will then invite each user to join their project group as well as any other relevant group.

Creating a Profile

Users will be expected to begin populating their profile with a profile photo, cover photo, and other information upon logging into the network.



To begin editing a profile, log in and go to the Migration Hub homepage. Under your name, select Edit.



Once you select Edit, you will be prompted to provide some basic details, such as your First Name, Last Name, and Username. You can also add social media network information.

Edit "Details" Information

First Name (required)

Public

Last Name (required)

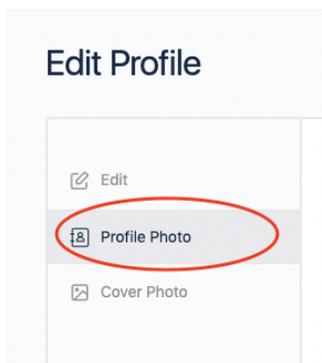
Public [Change](#)

Nickname for tagging (required)

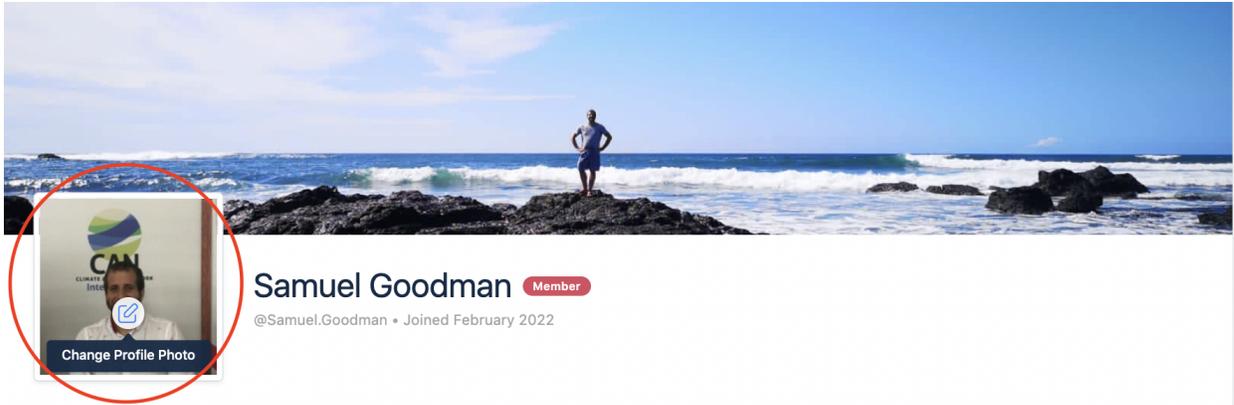
For tagging

Public

To update your profile photo, select Profile Photo under Edit Profile. You have the option to upload or take a photo.



Alternatively, you can select Change Profile Photo on your personal page.



After you have uploaded a photo, you will be invited to select the part of the photo you would like to appear on the Profile Photo.

Change Profile Photo

 Your profile photo will be used on your profile and throughout the site.

[Upload](#) [Take Photo](#) [Delete](#)



[Crop Photo](#)

[Cancel](#)

To update your cover photo, select Cover Photo under Edit Profile. You have the option to upload a photo. Alternatively, you can select Change Cover Photo on your personal page.

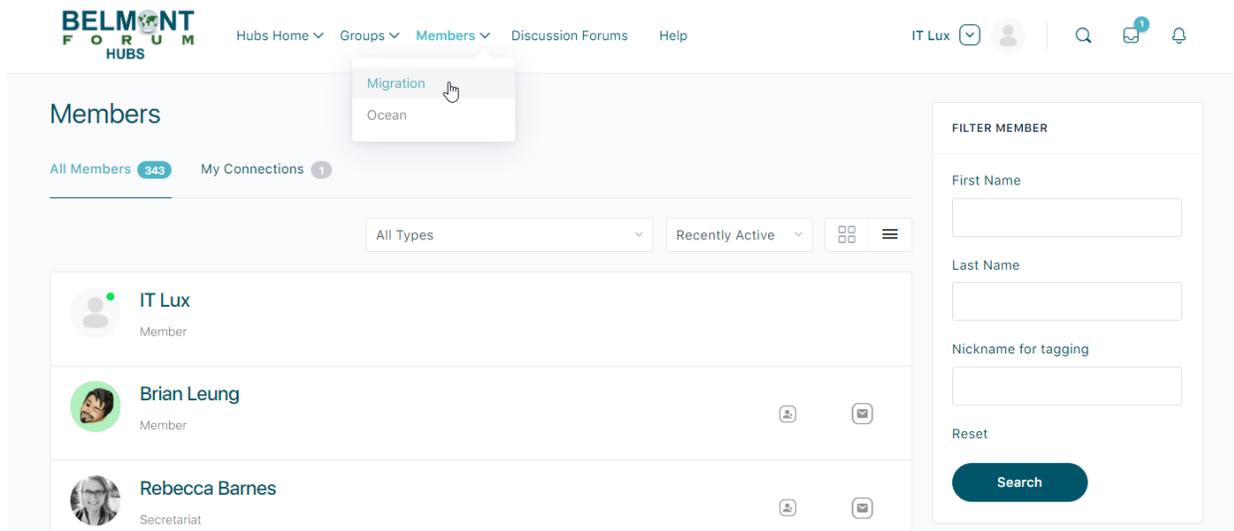


To reposition your cover photo, select the Reposition Cover Photo icon in the top left of your cover photo.

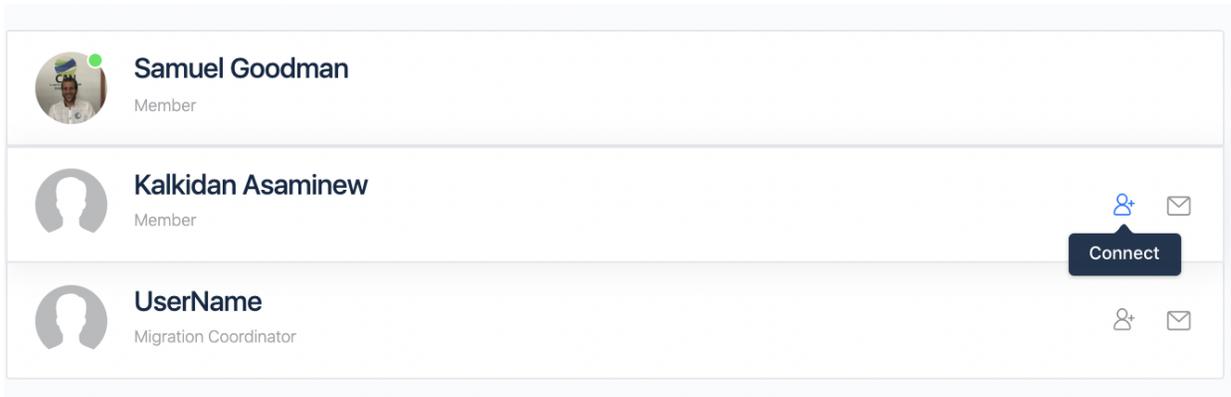


Connecting with and Following Other Users

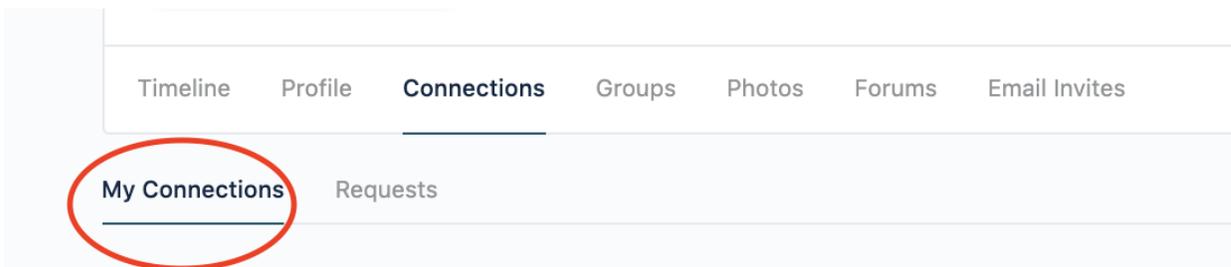
Connections allow users to connect with one another and build relationships through the network. Users can connect to Members of Migration as well as cross CRA. Users can also follow other users. To request a connection or follow another user of a Migration Hub, select members at the top of the page and then Migration. The page will list all migration members categorized by their profile type. User can also see all Belmont Forum members by clicking on Members from the menu.



Once you have access to this page, you can connect with other members:



You can also see your current connections and users you have chosen to follow on the tabs next to the All Members tab. Alternatively, you can go to “My Connection” on the side menu to see current connections.



Members can be filtered by user type and sorted by Recently Active, Newest Members and Alphabetical.

Joining a Group

Groups will be available for all Profile Types to join.

Users who have logged into the network will automatically join Migration Hub Group. They can also find other Migration Groups by going to Migration Groups under Groups tab from the menu.

Migration

Ocean

Migration Groups

Viewing all groups that are **Private Migration Groups**



Users can see all groups that Belmont Forum Hubs have, as well as groups they have joined under Groups from the menu. They also have an option to create a group.

Groups

Search Groups...

All Groups **26** My Groups **24** Create a Group

All Types ▾ Recently Active ▾

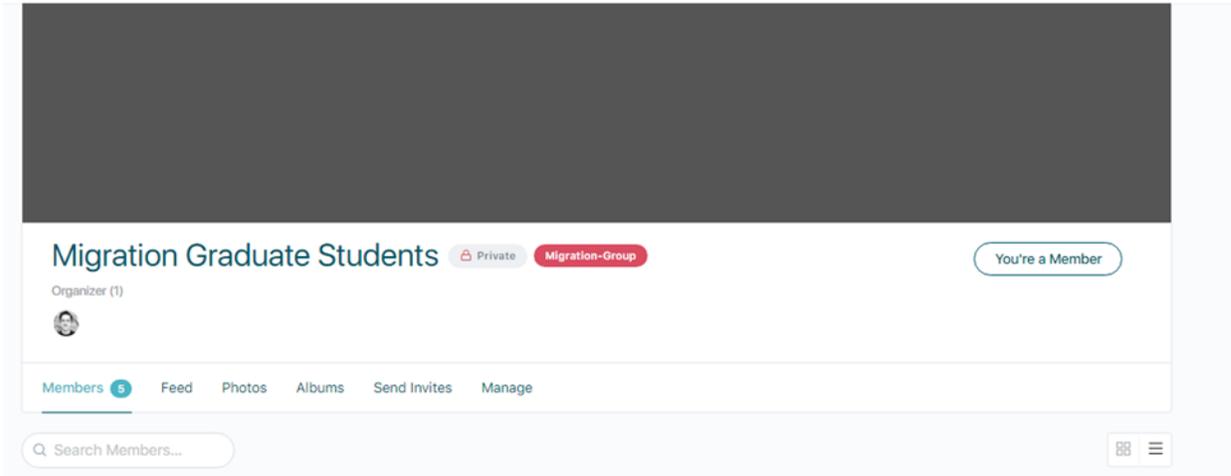
Oceans Group (Private)
Private Oceans Private Group
+64 members

Oceans CRA coordination team
Public Oceans Private Group
+4 members

Migration Group
Private Private Migration Group
+273 members

Oceans Natural Scientists Topic
Private Ocean Topic
+4 members

Once you have joined a new group, you can participate in group discussions, access the news feed, view other members, and see new albums.



Creating a Group

Migration members can create a " Migration-Groups" type group.

A screenshot of the "Create A New Group" form. The title "Create A New Group" is centered at the top. Below it is a progress bar with four steps: "1. Details" (highlighted in blue), "2. Settings", "3. Cover Photo", and "4. Invites". The form contains two input fields: "Group Name (required)" and "Group Description". Below the description field is a dark blue button with the text "Create Group and Continue".

After providing the Group Name and Description, and Clicking the Create Group and Continue, the user can select the setting option from the list of settings (All settings options have description below them).

Create A New Group

1. Details — 2. Settings — 3. Cover Photo — 4. Invites

Privacy Options

- This is a public group
- Any site member can join this group.
 - This group will be listed in the groups directory and in search results.
 - Group content and activity will be visible to any site member.
- This is a private group
- Only people who request membership and are accepted can join the group.
 - This group will be listed in the groups directory and in search results.
 - Group content and activity will only be visible to members of the group.
- This is a hidden group
- Only people who are invited can join the group.
 - This group will not be listed in the groups directory or search results.
 - Group content and activity will only be visible to members of the group.

It's important that user select the Group Type "Migration-Group" before going to the Next Step

Which members of this group are allowed to send group messages?

- All group members
- Organizers and Moderators only
- Organizers only

Group Type

What type of group is this? (optional)

Select Group Type 

Select Group Type

Migration-Group

Group Parent 

User can upload a cover photo and invite members to the group created.

Create A New Group

1. Details — 2. Settings — 3. Cover Photo — 4. Invites

The Cover Photo will be used to customize the header of your group.

Drop your image here

[Select your file](#)

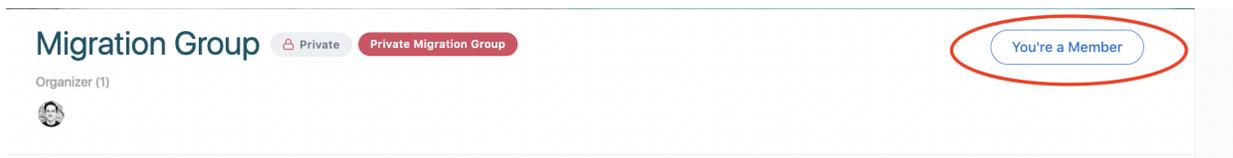
For best results, upload an image that is 1950px by 450px or larger.

[Previous Step](#)

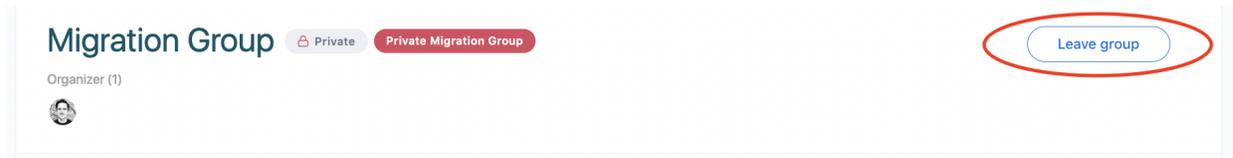
[Next Step](#)

Leaving a Group

To leave a group, select You're a Member.



Click again and then select Leave Group.



Joining a Discussion Forum

For internal conversations on the network, select Discussion Forums and navigate to Migration Forums.

Search forums...



Migration Forums

Private: Connecting with Hub Members

Private: Eligibility and Requirements Q&A

4 months ago



Ocean Forums

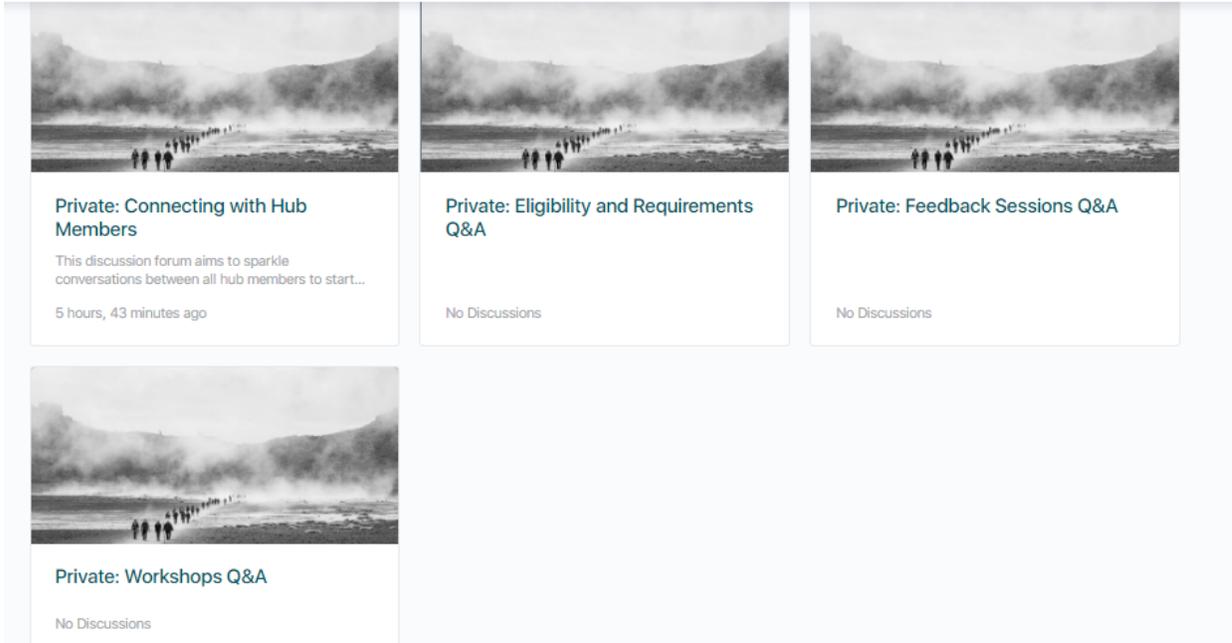
Private: ARMSRestore Project Forum

Private: COAST Card Project Forum

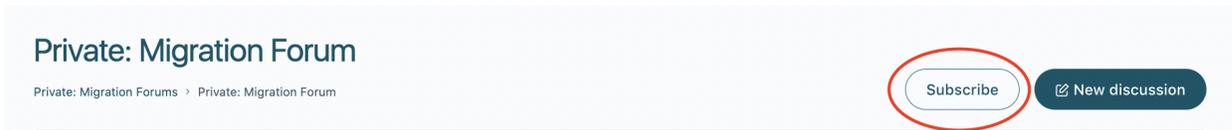
No Discussions

Viewing 1 - 2 of 2 forums

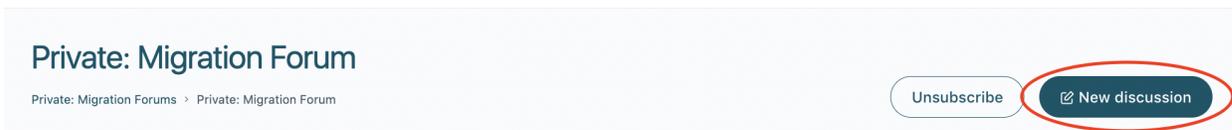
The user has the option to subscribe to a series of ongoing conversations on the forums and contribute to these discussions.



To subscribe and contribute to the discussion, click on the forum you would like to join. Then select **Subscribe**.



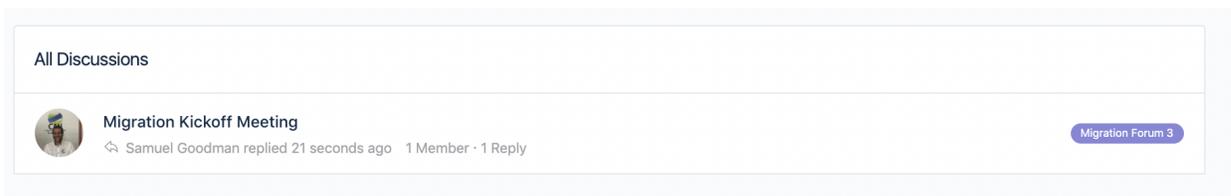
To start a new post, select **New Discussion**.



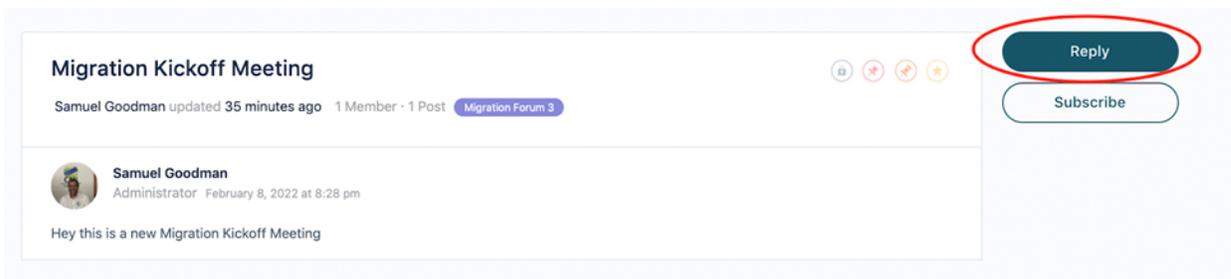
Begin typing in your discussion content and select **Post** when ready for publication. You can also attach a photo, tag relevant members, and opt to become notified of replies via email.

A screenshot of a discussion creation form. At the top left is a circular profile picture and the text "Discussion Title". Below this is a large text area with the placeholder "Type your discussion content here". Underneath the text area are icons for text formatting ("Aa") and image upload. Below the text area is a field for tags with the placeholder "Type one or more tag, comma separated". At the bottom of the form, there is a dropdown menu set to "Type: Normal", a checkbox for "Notify me of replies via email", a "Cancel" button, and a dark blue "Post" button.

To respond to a current discussion, select the discussion you would like to contribute to.

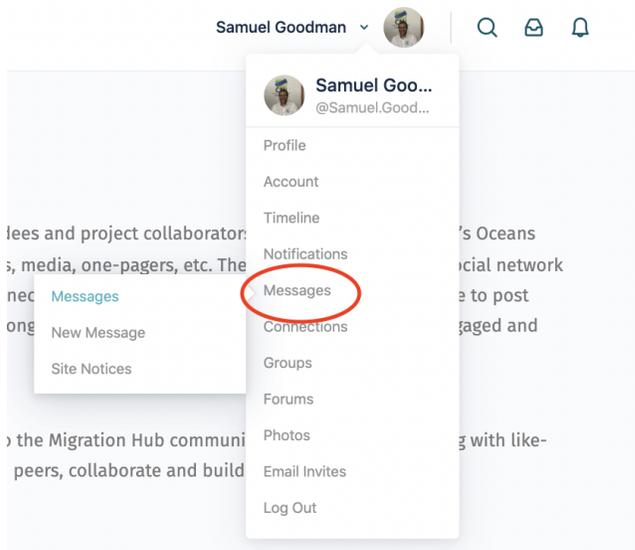


Once you have read through the discussion and are ready to respond, select Reply.

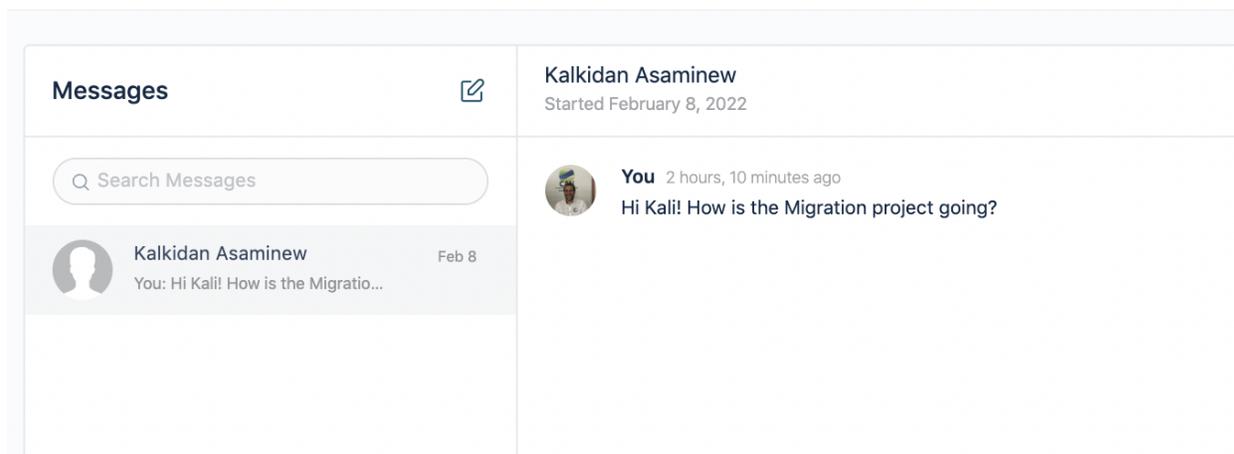


Sending Messages

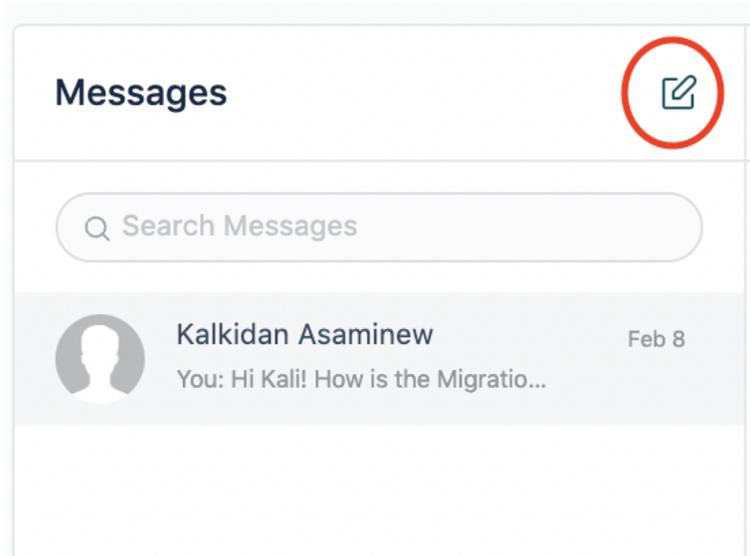
The Hub also offers users the opportunity to message each other. To access your messages, select Messages after clicking on your name and profile photo at the top of the page. Alternatively, you can select the messages icon on the left side of the screen.



Your inbox allows you to see new and old messages you have received, as well as send new ones.

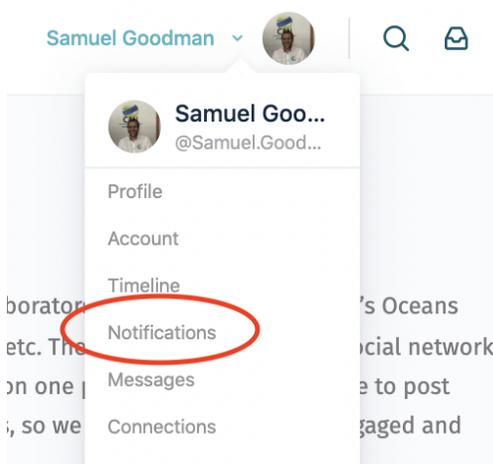


To write a new message, select the notepad icon. Type in the names of the people whom you wish to contact, as well as the content of your message before hitting send.



Receiving Notifications

To check your notifications, select notifications under the dropdown of your name. Alternatively, you can select the notifications icon on the left side of the screen.



Accessing Account Settings

To access your account settings, select Account under your avatar. You can update your account email, password, email notification preferences and privacy.

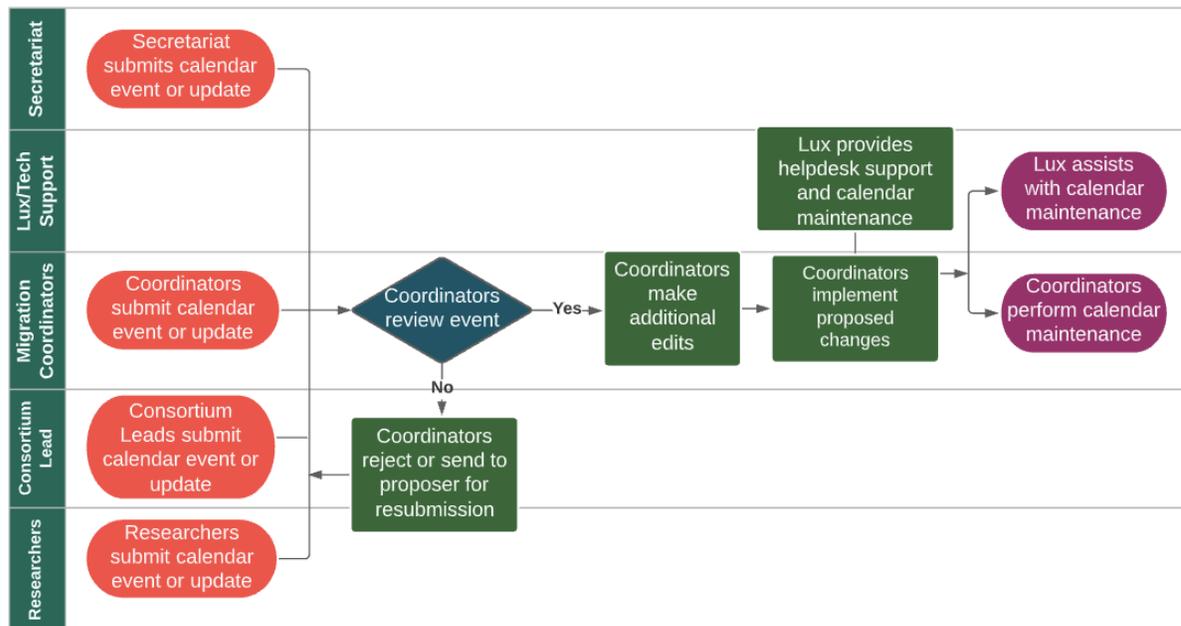
Email Preferences

To update your email notification preferences go to Account and select email preferences. You have the option to manage which notification you like to receive for Activity Feed, Messages, Social Groups and Connections.

The screenshot shows the 'Account Settings' page for a user named 'IT Lux'. The page is divided into a left sidebar with navigation options and a main content area for 'Email Preferences'. The sidebar includes 'Login Information', 'Email Preferences' (selected), 'Privacy', 'Group Invites', and 'Export Data'. The main content area has a sub-header 'Email Preferences' and the instruction 'Choose your email notification preferences.' Below this, there are two sections: 'ACTIVITY FEED' and 'MESSAGES'. The 'ACTIVITY FEED' section has two rows of settings, each with a 'YES' and 'NO' column and a radio button. The first row is for 'A member mentions you in an update using *@admin*' with the 'YES' radio button selected. The second row is for 'A member replies to an update or comment you've posted' with the 'YES' radio button selected. The 'MESSAGES' section has 'YES' and 'NO' columns, but no radio buttons are visible.

Notification Type	YES	NO
ACTIVITY FEED		
A member mentions you in an update using *@admin*	<input checked="" type="radio"/>	<input type="radio"/>
A member replies to an update or comment you've posted	<input checked="" type="radio"/>	<input type="radio"/>
MESSAGES		

6. Calendar



The Migration Hub also features a calendar for CRA-specific events. The Secretariat, Migration Coordinators, Consortium Leads, and Researchers can submit an event or update for the team of Coordinators to review. The Coordinators will review the proposed event and the Secretariat can publish the event on the calendar, make additional edits, or send it back for resubmission. Lux will provide helpdesk support and assist the Coordinators with calendar maintenance.

To add or suggest an event, please contact migrations@belmontforum.org.

7. Help

On the help page you will find General and Migration commonly asked questions. For technical support or any questions email migrations@belmontforum.org.

[General FAQ](#)

[Migration FAQ](#)

[Ocean FAQ](#)

— [What is Belmont Forum Hubs?](#)

The Belmont Forum Hubs is a private networking website that provides an opportunity for members to interact with each other. Different Collaborative Research Actions (CRAs) have different main goals. Choose the relevant hub for your CRA. The page has a built-in social network that allows Members, Coordinators, Researchers, and Stakeholders to coordinate with each other, facilitate engagement and share opportunities.

+ [What hubs are included?](#)

+ [How do I join Belmont Forum Hubs?](#)



For technical support or any questions Email us

Migration:

migrations@belmontforum.org

Ocean: oceans@belmontforum.org



For additional information refer to:

[Oceans Sustainability User Guide](#)

[Migration Hub Guide for Users](#)