GlobalNET is a U.S. Department of Defense (DoD) platform designed to facilitate education, information sharing and collaboration. All NESA Center participants will receive GlobalNET accounts during their seminar. Through GlobalNET, participants will have access seminar materials and the NESA Center research library. Participants who achieve alumni status will have continued access to GlobalNET after the seminar is complete. In addition to seminar materials and the research library, alumni will also have access to the private alumni group and the Learning Management System (LMS). This document provides instructions on how to log in to GlobalNET, change your password, update your profile, navigate the site, and get help.

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1. How to Log In to GlobalNET

**Step 1:** Go to [www.globalnetplatform.org/nesa](http://www.globalnetplatform.org/nesa).

**Step 2:** If English is not your preferred language, select your preferred language by following these instructions:

a. Scroll down to the bottom of the page.

b. In the lower right-hand corner, you will see a section labeled “GlobalNET Support.”

c. Select your language in the drop-down menu.
Step 3: Scroll back up to the top of the page. In the upper right-hand corner, enter your email address and password.

a. Email address: Use the personal email address you provided during registration for the NESA Center program you participated in. *If you did not provide a personal email address, please use the work email you provided. If you did not provide either a personal or a work email, we are unable to create a GlobalNET account for you. *Note: For future logins, you can enter your username instead of your email address. Your username will be provided to you by the NESA Center.

b. Password: NESA@365 (You can change this after you log in). *Note: If you’ve previously logged in and forget your password, click the "Forgot Password?" button to reset it.

Step 4: Click on the blue “Log In” button. *Note: If you have any trouble logging in, please contact us at admin@nesa-center.org.
**Step 5:** Read the Terms and Conditions.

![Terms and Conditions](image)

**Step 6:** Check the “Accept” box and click “Confirm.”

![Accept Terms & Conditions](image)

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**2. How to Change Your Password**

After you log in for the first time, you can change your password if you wish. Follow these instructions to change your password.

**Step 1:** In the upper right-hand corner, click on “My GlobalNET.”

![My GlobalNET](image)
**Step 2:** On the left-hand side of your account page, click on “Change My Password.”

![Change My Password button](image)

**Step 3:** Enter your current password (**NESA@365**), then enter and confirm your new password. Note the password requirements:
- a. It must contain at least one number.
- b. It must not match the last 8 passwords.
- c. It must be at least 8 characters in length.
- d. It must contain at least one punctuation character (not whitespace or an alphanumeric).
- e. It must contain at least one uppercase character.

![Password requirements](image)

**Step 4:** Click on the “Save” button. You will see a green confirmation message after you successfully change your password.
3. How to Update Your Profile Information

You can upload a profile picture, add a short biography, and enter any employment or education information. This is voluntary. Follow these instructions to update your profile information.

**Step 1:** From your account page, click on “Edit My Profile & Settings” on the left-hand side to get to your profile page. If you’re already on your profile page, just click on the “Basic Info” tab.
a. Add a profile picture by clicking on the “Choose File” button under “Upload Picture.”

b. Under each tab, enter any other information you wish to showcase on your profile.

c. If you enter information under a tab, be sure to save it by clicking on the “Save” button at the bottom of the page.

4. How to Access and Navigate Your Seminar Page

On your seminar page, you can view/download relevant seminar information, including the agenda, photos, readings and speaker presentations. You can also connect with the course director and fellow participants. Follow these instructions to access and navigate your seminar page.

Step 1: To get to your seminar page(s), click on the “Courses” tab at the top of the page.
Step 2: Your seminar page(s) will be listed on the next screen. Click on the seminar page you want to access.

Step 3: View the elements on the seminar page, including the seminar description, recommended links, and seminar leadership. When you scroll down, you’ll see several tabs: Syllabus, Posts, Participants, Presenters, and Files.
a. Under the **Syllabus** tab, view or download the seminar agenda by clicking on the PDF file for your language.

![Syllabus Tab]

b. View posts from the course director and supporting staff under the **Posts** tab.
   i. Click on the “**Add New Post**” button to add a new post.

![Add New Post]

i. View the schedule for each day under “Sessions” by clicking on the day, and then the “>” arrow to expand it.

![Sessions Schedule]

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**Near East South Asia Center for Strategic Studies**

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ii. Click on the thumbs up icon to “like” a post.

![Image of a post with thumbs up icon and Join the Conversation text box]

iii. To comment on a post, click on it. Then, in the “Join the Conversation” text box, type your comment, and click “Save.”

![Image showing the Join the Conversation text box]

c. See your fellow seminar participants under the Participants tab.
   i. To send a contact request to other participants, click on the “Add Contact” button under their name. This is similar to a friend request on Facebook.
ii. On the next screen, click on the “Send” button.

d. See which NESA Center faculty and staff are presenting during the seminar under the Presenters tab.
   i. To send a direct, private message to a NESA Center faculty or staff member, click on the “Contact” button under their name.
ii. It will automatically compose a direct message for you with the recipient’s username in the “To” field. Enter a subject in the Subject field. Enter your message in the Message field, and click on the “Send Message” button.

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e. View and/or download documents under the Files tab.

i. Click on the “Seminar Materials” folder.
ii. On the next page, click on the folder you want to access.

Seminar Materials

View/download seminar materials here.

- [ ] Agenda
- [ ] Readings
- [ ] Speaker Presentations
  - [ ] Arabic
  - [ ] English
  - [ ] Russian
- [ ] Yearbook

iii. To view a file, click on it. It will open in a new tab. *Note: All files are in PDF format.

iv. To download a file, click on the box next to it, and click on the "Download Selected" button at the bottom of the page.
5. How to Access and Navigate the Library

The NESA Center Library includes research databases, reference sources and think tank resources. The library consists of both free, open-source information and exclusive subscriptions through the National Defense University Library. Follow these instructions to access and navigate the library.

**Step 1:** To access the library, click on the "Library" tab at the top of the page. *Note: You can also get to it by clicking on the "NESA Center Library" link under "Recommended Links" on your seminar page.

![library_tab](image1)

**a.** Under the “Research Databases” tab, access the research databases by clicking on the link under each image.

![research_databases](image2)
b. To search for specific content, click in the “Topic,” “Category,” or “Type” fields and select an item (or multiple items) from the drop-down menu. *Note: If you start typing in the box, it will reduce the list for you.

i. Select a language and enter any additional search keywords in the “Text search” field.

ii. When you have entered all your search criteria, click on the “Go” button.
c. Under the “Resources” tab, you can access reference sources and think tank resources.

6. How to Access and Navigate the Alumni Group

When you complete a NESA Center program, you will be added to the private alumni group. In the group, you can connect with fellow alumni, engage in dialogue and share resources and publications. You will also be added to your respective region and country subgroups. Follow these instructions to access and navigate the alumni group.

Step 1: To access the alumni group, hover your mouse over the “Alumni” tab at the top of the page, and click on “NESA Alumni Group” in the drop-down menu. *Note: You can also get to it by clicking on “NESA Center Alumni Group” under “Recommended Links” on the seminar page.
Step 2: View the elements on the group page, including the group description, announcements, recommended links, and group leadership. When you scroll down, you'll see several tabs: Posts, Files, Members, Subgroups, and Publications.

- Under the Posts tab, see posts from NESA Center faculty or staff members.
  - Click on the “Add New Post” button to add a new post. It can be anything you'd like to share with fellow alumni.
  - Click on the thumbs up button to “like” a post.
  - Click on a post to comment on it, just like on your seminar page.
b. Under the **Members** tab, see your fellow alumni.
   i. You can search for members by their name in the “**Keyword search**” box.
   ii. Click on the “**Add Contact**” button under a name to request them as a contact, just like on your seminar page.

c. Under the **Subgroups** tab, all the regional subgroups are listed. These groups represent the regions NESA Center alumni are from.
   i. When you click on a regional subgroup, you’ll be redirected to that regional group page.
ii. In the regional group, you can also see tabs including Posts, Files, Members, and Subgroups. The country groups are listed under the Subgroups tab of the regional group.

iii. When you click on a country subgroup, you’ll be redirected to that country group page, which also has Posts, Files, and Members tabs.
d. You can see what groups you’re a member of by clicking on the “Groups” tab at the top of the page.

![Groups tab](image)

You can see what groups you’re a member of by clicking on the “Groups” tab at the top of the page.

e. You also can see what groups and courses you're a member of on your account page.

i. Click on “My GlobalNET” at the top of the page to get to your account. On this page, you can see your groups listed. You can also see the courses you’re a member of by clicking on the “Courses” tab.

![Account page](image)
f. Back on the alumni group page, see publications under the **Publications** tab.
   i. Click on a publication to see a brief summary of it and a link to the full publication.
   
   ![Publication Image]

   **Human Rights Watch World Report 2023**

   by Gillian Hurtt | 13 Jan 2023


   ![Human Rights Watch Image]

   **Related Content**

   - [Atlantic Council Global Foresight 2023 Survey Results](#)
   - [HUMAN RIGHTS 43rd Human Rights Reports](#)

   ![Join the Conversation]

   iii. To comment on the publication, enter your comment in the “**Join the Conversation**” box and click on the “**Save**” button.
7. How to Access and Navigate the Home Page

The home page showcases the NESA Center’s events, internal and external publications, contact information and Twitter feed. It also highlights what other regional centers are posting to their GlobalNET pages. Follow these instructions to access and navigate the home page.

**Step 1:** To get to the home page, click on the “Home” tab at the top of the page.

a. Our most recent events are highlighted on a slideshow.
   i. If you would like to read more about an event, click on it. You will be redirected to the full article. You can “like” and comment on these articles as well.

b. When you scroll down, you'll see several tabs on the left: **News, Publications, GlobalNET News**, and **Files**. On the right, you'll see our contact information and Twitter feed.
i. Under the **News** tab, you’ll see a list of all our events.

![News Tab Example](image1)

ii. Under the **Publications** tab, you’ll see a list of our internal and external publications.

![Publications Tab Example](image2)

iii. Under the **GlobalNET News** tab, you’ll see a list of events that we post and that other regional centers post to their GlobalNET pages.

![GlobalNET News Tab Example](image3)
iv. To search for a specific article, click on the “See all GlobalNET news” button under the GlobalNET News tab.

v. Type your search words into the box that says “Search all content.” Then click on the “Go” button. You can refine your search by selecting the Type of content, Topic, Language, Region and Country.

c. If you’d like to navigate to another regional center’s GlobalNET page, scroll down to the bottom of the page. In the center of the banner, under GlobalNET, click on the drop-down menu that says “GlobalNET Partners” and click on an organization.

i. Alternatively, you can click on the blue button that says “GlobalNET Partners.” You’ll be redirected to a more comprehensive list of organizations on GlobalNET.
8. How to Get GlobalNET Help

If you need help using or navigating GlobalNET, there are several resources available to you. Follow these instructions to get help.

**Step 1:** Click on the “Help” button in the upper right-hand corner of the page. On the **Help** page, you'll find a list of frequently asked questions about how to use or navigate GlobalNET.
a. If you don’t see your question listed, you can type it into the “Keyword search” box and click on the “Search” button.

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[Image of GlobalNET Help Guide]
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b. If you can’t find the answer to your question, you can submit a help desk ticket by clicking on the “Contact the Help Desk” button to the right of the “Search” button.

```
[Image of GlobalNET Help Guide]
```

c. Complete the form. When you’ve entered all necessary information, click on the “Save” button at the bottom of the page.

```
[Image of Create Help Desk Ticket form]
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**Step 2:** You can always visit the GlobalNET Guide page on our website.

a. You can find it on GlobalNET by clicking on “NESA GlobalNET Guide” under the Alumni tab at the top of the page.
b. You can also find it by clicking on the “GlobalNET Support” link under “Recommended Links” on your seminar page.

c. The GlobalNET Guide page includes this guide as well as a video tutorial. The guide and video tutorial are available in English, Arabic, Russian and French.

You can also reach out to us directly at admin@nesa-center.org with any questions.