



## The Quick Guide

<https://usaidjordankmportal.com/>

### Searching for Resources

Searching for resources is quick and easy by simply entering key words or acronyms you will gain instant access to a host of content. KaMP search functionalities such as tagging, collections, and previews help you to quickly identify what you are looking for and suggest other resources.

1. Go to <https://jordankmportal.com/>
2. Locate resources by entering keyword(s) in the “Discover Something” field at the top right of the screen.
3. This will identify resources that best match the entered keyword(s) in their titles and/or descriptions.
4. If multiple resources appear, you can filter the results using “Tag(s)”, “Resource Type”, “Language” and “Uploaded By.”
5. Once you find the resource, click on the resource name to review further details, preview, and/or download the resource.
6. A list of related resources is available on the left to help you continue in your search, and will indicate which collections the resource belongs to.

### Registering Users or an Organization

To upload and share resources on KaMP, you must register as a user. In order to do so you must have access to a verified email address within an approved organization. If you are the first user within your organization, you will be asked to register the organization before you can upload any resources.

1. Go to <https://jordankmportal.com/>
2. As a new user, click on “Register” at the top right of the home screen.
3. Fill in your details as required and click “Sign Up”.
4. Once your account is approved by the System Admin, a confirmation email will be sent to your email address, with a “Confirm my account” link to complete your registration.
5. Once you confirm, you are ready to go with KaMP.

***As part of an organization, there are three different levels of access – Administrator, Editor and User. The person applying for the organization will be given the Administrator level and can manage access levels for all users in that organization. Organization administrators can also add users to an organization without requiring them to have an organization email address.***



### Adding a Resource

Now that you are a registered user and you have identified a resource you wish to share, the next step is adding it to KaMP. Resources can be uploaded in any format, or a URL if the resource is hosted elsewhere.

***All uploaded resources require approval by System Admins before they are publically available on KaMP. You will receive an email confirming your resource has been approved or a reason for its rejection.***

1. Go to <https://jordankmpportal.com/>
2. Sign in to your account from “Sign In” at the top right of the home screen.
3. You can type the name of your resource in “Discover Something” field on the top right of the home page to make sure that your resource does not already exist on KaMP.
4. If you cannot find it, click on “Add New” at the top right of the home screen and select “Add Resource.”
5. Enter all the required fields and upload your resource using the "Browse" button or enter a source URL for remotely hosted resources.
6. Select relevant tags that will help users to locate your resource.
7. Include a description of your resource that gives a quick summary of what it is, or why it is useful.
8. Click on "Save" to complete the upload or "Save and Add another" if you want to add another resource.

### Adding a Collection

Group together separate resources that relate to each other under a single collection.

1. Go to <https://jordankmpportal.com/>
2. Sign in to your account from “Sign In” at the top right of the home screen.
3. Click on “Add New” at the top right of the home screen, and select “Add Collection”.
4. Enter all the required fields and click “Create Collection.”
5. To start building your collection, click “Add Resource.” Either select from existing resources or choose to upload a new one.
6. Select “Delete Collection” in order to remove the collection from KaMP. Doing so will not delete the resources from KaMP.
7. Select "Edit Collection" in order to rename, re-tag, or review the collection description.

#### Send us Feedback

The portal has a “Feedback” button that can be used to send us feedback about the portal. All user feedback will be categorized and your comments considered when developing future releases of the portal.

#### KaMP FAQs

If you have any questions about how to use the portal click on FAQs on the home page or go to <https://usaidjordankmpportal.com/faq/index> to find a list of most frequently asked online questions.

#### Contact Us

For more information, you can contact us on [contact@usaidjordankmpportal.com](mailto:contact@usaidjordankmpportal.com)