HOW TO PROPOSE PROJECTS USING THE NEW ENS491-492 WEB MANAGEMENT SYSTEM

1. The address for the ENS491-492 Web Management System is
   http://mysu.sabanciuniv.edu/apps/fens/ens4912

2. Make sure that the term is set correctly (the term will typically be set correctly when you land in). For ENS491-492 projects that will start in September 2016 and end in June 2017, the correct term is “Sep 2016-Jun 2017”. Change the term if necessary, using the drop-down box at the top-right corner. Click “ENS492/492 Login” to go to the login screen.

3. At the login screen, use your SU-Net user and password. Select “Supervisor/Referee/Faculty Member” as your login type.

4. Select the “New Project” tab.
5. Fill-in the required information and **click “Add Project”**

![Diagram of project registration form](image)

- **If you like**, you can select one of your old projects and click “Fill” to automatically fill-in the project information from your old project.
- Select the type of the project. If you are not sure, select the first option: “ENS491/492 Project”
- If this is a joint project with a company, please enter the company name.

**PLEASE READ THIS!!!**

- **Select all the programs related to your project**
- **Budget = 0**
- **Faculty = FENS**
- **Type the name of a SU colleague and click “Search” to find/add a co-supervisor (multiple co-supervisors allowed)**

6. You will see the list of your projects in your home screen (“My Projects” tab)

![“My Projects” tab lists your projects](image)

- **My Projects” tab lists your projects (supervisor or co-supervisor)**
- **Edit your project**
- **Hide your project (students will not see it)**
- **Delete your project**
- **Mark your project as full (students will see it as full)**

If you are the supervisor, you can ...