**Posting to the Katz News Network**

MBA and administrative staff with a need to communicate directly with students have permission to add announcements to the MBA Announcements list. To do so, log in to StudentNet, using your Katz e-mail address and Katz password. The URL for the list is [http://inet.katz.pitt.edu/studentnet/mba/Lists/MBA%20Announcements/AllItems.aspx](http://inet.katz.pitt.edu/studentnet/mba/Lists/MBA%20Announcements/AllItems.aspx)

Once logged in, the “New” button should appear on the toolbar. Click the new button.

Complete the form as outlined below.

The **Title** of the announcement should be what the subject of the e-mail message would have been. *The title should be short but clear so that the reader understands the purpose of the announcement. Keywords should be used to differentiate messages.*

The **Body** of the announcement should be what would appear in the body of the email message. *The body should not be so long that the reader is discouraged by its length. Two to three paragraphs should suffice.*

**Expires** should be set to the date in which the announcement should no longer be visible on the website.

If the announcement only applies to one particular MBA class type, then it should be indicated in **Class**.

**Topic** should be selected from the dropdown menu. Topics do not have to match exactly – choose the one that best fits. If you believe your announcement does not overlap with any of the topics in the dropdown, contact **kitsdesk@katz.pitt.edu** to request a new topic.

If the announcement **has an attachment** (such as a flyer or form) it can be uploaded and attached to the announcement by clicking the paperclip icon at the top of the announcement form.
When you **have completed the form, click the OK button**. Your announcement will now be visible on the MBA site on StudentNet, and will be included in the next digest e-mail.