The **Activity** is the heart of the Collaboratory structure. They are programs, courses, or research that involve a **Community Organization** that is either a beneficiary (through "Public Service") or partner (through "Community Engagement") and CWRU through a **Unit**.

A **Member** can be a CWRU Faculty, Staff, or Student.

**Creating or editing an activity in Collaboratory:**

- Start by clicking this [link](https://he.ceccollaboratory.com/cwru) to take you to the CWRU Collaboratory page.
- Once there, click “Log In” at the upper right-hand corner. You will be prompted to log in via SSO using your CWRU credentials. Once you have accessed Collaboratory, a brief tour will launch to walk you through the basic navigation.
- On the home page, scroll down to the box titled “Faculty & Staff” and click “Add Activities” then “Create” then “Begin.” You will then be asked to answer a series of questions (the answers should all be "YES").
- You will then be able to enter information regarding your activity.