Submitting an Electronic Poster Request

Use this process request to have an electronic poster displayed on UST digital signage. Poster can be used to publicize or communicate information about an organization or upcoming event. To submit a poster request:


2. Enter your UST username and password. The Welcome page displays.

3. Review the “Things you’ll need” to create a poster

4. Click the Get Started button.
5. Select a stakeholder (from the drop down list of student organizations) or type a stakeholder name (non-student), a category for the poster and the date range you’d like to have the poster displayed on the digital signage.

![Image of UST Poster Management interface]

The classification you select will determine the additional details you need to add to your poster. The information you supply in these fields will display on the poster as illustrated below.

![Image of UST Poster Management interface with selected details]

6. Click the Next button.
7. Click the **Browse** button and locate the image you’d like to use (cropped in advance to 1366 x 768 pixels per inch) **OR** select an image from the image gallery.

8. Click **Submit**. Your poster will be submitted for approval. You will see the “Success” confirmation page.

9. You will be notified, via email, if your poster is returned. If you do not receive an email regarding your poster, your poster will appear on the digital signage based on the start date you entered.