Step 1: Go to [https://oatnkb.ohiohighered.org](https://oatnkb.ohiohighered.org). Enter your username and password assigned to you. If you forgot your password, click on the “Request new password” link beside the Log in tab and enter your email address to have your password reset.

Step 2: Once logged in, locate the post to edit. The edit column is in the right column of the dashboard.

Step 3: The post can now be edited. Changes can be made to the subject and Topic (if applicable).
Step 4: Next, scroll down to use the text editor to edit the existing text information on the post.

Step 5: Note that attachments can be added, re-labeled, and removed at this point.

Step 6: When complete with the post, click on the “Submit” button on the bottom left of the page.
Step 7: The changes should be posted.