How to Post

1. Go to my.bentley.edu
2. Click open the drop down menu for Faculty/Staff Self-Service. (At the bottom of the list there should be a tab for “Office Swap Messages”)
3. Click Office Swap Messages
   If you do not have this option please email nberland@bentley.edu to have the option activated.

The Office Swap entry form will be displayed.
4. To create a new swap message, type the information in the top part of the form:
   - Item:
   - Description:
   - Location and contact information are pre-filled for the person who is creating the message. You may overwrite these fields if you wish.
   - The from and to dates are also pre-filled for one week. One week is the maximum amount of time that a message may be displayed.
   - You may upload a picture of the item with the Browse button.

The bottom part of the form is a list of your currently posted and old messages. To edit and/or repost an old message, click on Edit next to the entry. To remove an entry that is currently posted to MyBentley, click the Delete button. Deleting an entry does not remove the entry entirely. It sets the “Display to” date to yesterday so it will no longer appear on MyBentley.

Your Office Swap Message will be shown on the MyBentley landing page for all Faculty and Staff. It will expire one week after you post it.
5. Once you connect with someone who would like your item you can have them pick up the item, or send it to them in interoffice mail.
To Remove Listings
Items listed on the office swap will naturally expire after one week.
If you would like to remove your item from the listing sooner:

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4. At the bottom of the form to post a new message your messages are listed. You can opt to edit the item or delete it here.
5. If you’d like to delete it, hit delete