1. Log in to the Comets Abroad Portal using your NetID and password
2. Click on the link for your program under Applications
3. Scroll to **Manage Your Journal** and click **Settings**

![Manage Your Journal](image1)

4. Check **Public** under **Journal Settings**

![Journal Settings](image2)

5. Click **Update**

![Update](image3)
6. Click **New Entry**

7. Complete **Entry Title** and **Entry Message Body**

8. Upload a photo by clicking **Browse**

7. Click **Add** to submit your journal entry