Quick Start Guide

Using the Content Management System (CMS)

For more comprehensive documentation, visit go.ncsu.edu/chass-cms

Authenticating

1. Go to the web page you want to edit or update.
2. Scroll to the bottom of the page.
3. Click **Resources for Faculty and Staff** (if applicable). ***NOTE:*** *Don't see the faculty/staff resources link? Continue to step No. 4.*
4. Click **Authenticate** (see **Figure 1**).
5. Log in using your NC State credentials. The page editing menu and options are displayed.

NC STATE

Humanities and Social Sciences

> Humanities and Social Sciences
> NC State
> Accessibility
> Authenticate

106 Caldwell Hall, Campus Box 8101, Raleigh, NC 27695-8101
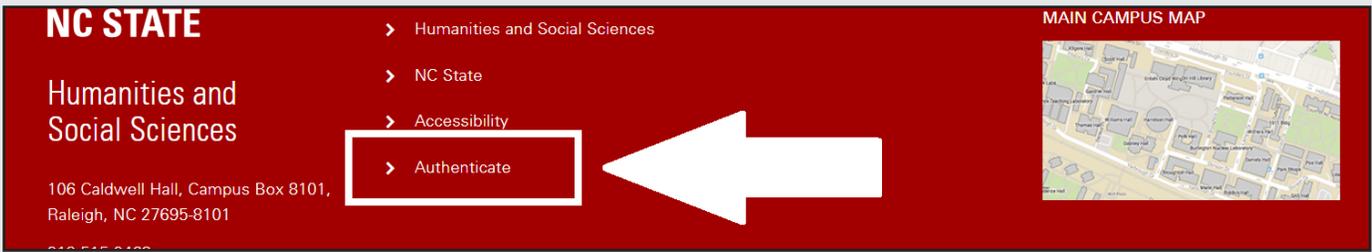
MAIN CAMPUS MAP

Figure 1: Authenticate link.

Edit a Page

1. Go to the page you want to edit.
2. On the blue CMS tool bar, click **Edit Page** (see **Figure 2**). This option allows you to edit text on the page and add, move or delete blocks.

Create a New Page

1. Go to the section of the website in which you want to add a new page (e.g. "Students").
2. On the blue CMS tool bar, click **New Page** (See **Figure 2**).
3. Add the URL-friendly name for your new page, ending with ".php" (e.g. "/visit-us.php")
4. Click **Create**.

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- New Page
- Edit Page
- i Edit Info
- Edit Menu
- Manage Files
- Settings
- Statistics
- ? Need Help?

Figure 2: CMS tool bar.

Upload Files

To add a file (e.g. an image, a PDF, etc.) to your page, you must first upload the file to the web server.

1. On the blue CMS tool bar, click **Manage Files**.
2. Click **Upload Files**. The "Browse Files" window is displayed.
3. Select your files and click **Upload**.

NOTE: *Once your files are on the server, you can link to them on the page. For example, in a Text Block, you can click **Add Image** to add a photo.*

Edit the Menu

1. On the blue CMS tool bar, click **Edit Menu** (See **Figure 2**).
2. To add a new menu item, click **Add Item** and fill in the required text fields.
3. In the first text field, enter the name of the menu item. In the second text field, enter the corresponding page URL. For example, if your new menu item, "Contact," takes users to the "contact_us.php" page, enter Contact in the first text field and "/contact_us.php" in the second text field.
4. Reorder menu items as needed by clicking and dragging on the green arrows. Delete items by clicking the trash icon.
5. Click **Save** to save and publish your changes.

Save/Publish Changes

1. When editing a page, the blue CMS toolbar has two options: "Save" and "Close".
2. Click **Save** to publish your changes.
3. Click **Close** to exit the page editor.

NOTE: *Always close the page after editing. If you don't, other users won't be able to make changes.*