



Wednesday, October 23, 2019, AD 247

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Topics: CMS Basics & More!

**LOGIN INFO**

Where do I log in to edit my webpage?	www.glendale.edu/admin
Can't log in, I forgot my pw!	Go to login page, and click on <u>Forgot Your Password?</u> link. You will receive an email to reset pw.
What is my username?	Your username is your GCC username.
What should the pw include?	At least 8 characters. Must include uppercase, lowercase, numbers, and special characters.

**PAGE EDITING BASICS**

How do I edit my page?	Two ways: 1. Browse to your site, select Edit. 2. From Dashboard, go to Tree View to locate your site, from menu, select Edit Design.
How do I add a new page to my site?	Two ways: 1. Browse to your site, select add Subpage. Select page template. 2. From Dashboard, go to Tree View to locate your site, from Menu, select add Subpage at Bottom, choose page template.
Which Template should I choose?	Basic Page or Basic Page no left nav
How do I delete a page?	From Dashboard, go to Tree View to locate page, from Menu, select Delete.
How do I reorder a page?	From Dashboard, go to Tree View to locate page, highlight page to reorder and Move Page up or down. Note: This applies to pages that have a left navigation.

**HELP RESOURCES: VISIONLIVE ONLINE SUPPORT**