

What is CMS?

CMS stands for Content Management System and it is a generic name for a web application used for managing websites and web content. Web content is documents, news, events, and images. MSN.com and Charlotte.com both utilize a CMS. It allows you, the web publisher, to concentrate on the information you want to put out to your website. You don't have to worry anymore with creating templates so that your site looks uniformly like the rest of the College site. No more creating navigation for your pages. No more FrontPage, and no more HTML. Content editing is done Through The Web (TTW) with a simple text editor built into the CMS.

How do I access my CMS site?

The CMS site is the College home site www1.cpcc.edu . Your site will be a directory below the main page. When you log in, you need to navigate to your site by typing in the URL. Examples: Admissions will go to www1.cpcc.edu/admission. Outreach and Recruitment will go to www1.cpcc.edu/outreach-recruitment.

How do I log into the CMS site?

Enter http://www1.cpcc.edu/login_form . Note that you have to use **www1**. If you get a page that says "Document not found", first check to make sure that you used the correct domain name. If you get a Security Alert window, click the button labeled Yes to proceed.



You will get a message saying that you are logged in. Note that there is a new menu bar on the page now. This is called the Personal Actions Bar.

Central Piedmont Community College : Central Piedmont Community College - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www1.cpsc.edu/login_form

Latest Headlines W3Schools Basecamp login Huntersville Weather Plone Python Live365 Internet Radio Web Services

Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source

Central Piedmont Community College... Central Piedmont Community College: Admi... CPCC's EDirectory

Shortcuts: Site Index | Contact Us | Directory | Events search

Central Piedmont Community College

ABOUT CPCC	PROSPECTIVE STUDENTS	CURRENT STUDENTS	BUSINESS COMMUNITY	CUSTOMER SERVICE	EMPLOYEES	myCPCC
------------	----------------------	------------------	--------------------	------------------	-----------	--------

home

jkpmigration preferences undo log out

Admissions / Registration
Advising / Counseling
Class Schedule
Catalog
Corporate And Continuing Education
Distance Learning
Financial Aid
Foundation / Giving
International Students
Library

You are now logged in

Notice that the top right bar has changed. It now contains several personalized items. Use these items to control your settings and your personal area. They will remain as long as you are logged in.

You might want to head over to and add some content, or [set up your Preferences](#).

[Feedback](#) [Legal](#) [Privacy](#) [Mission and Vision](#)

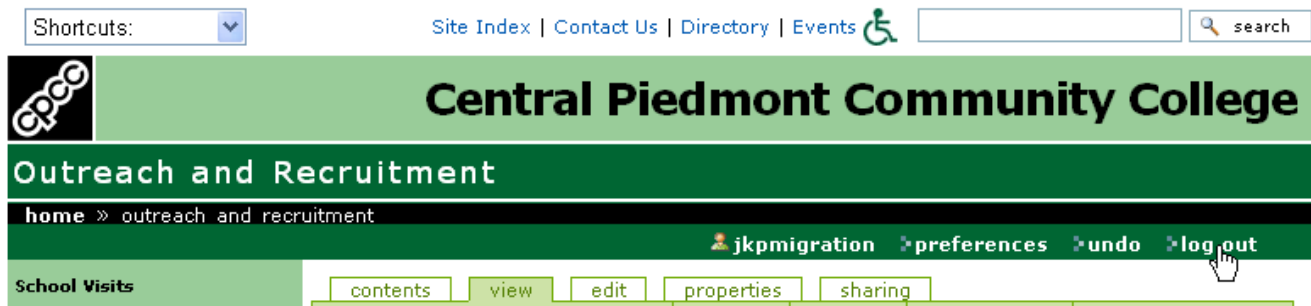
© 2000 - 2006 Central Piedmont Community College
P.O. Box 35009 Charlotte, NC 28235 1-704-330-CPCC(2722)
Central Piedmont Community College is a national leader in workforce development.

PLONE POWERED

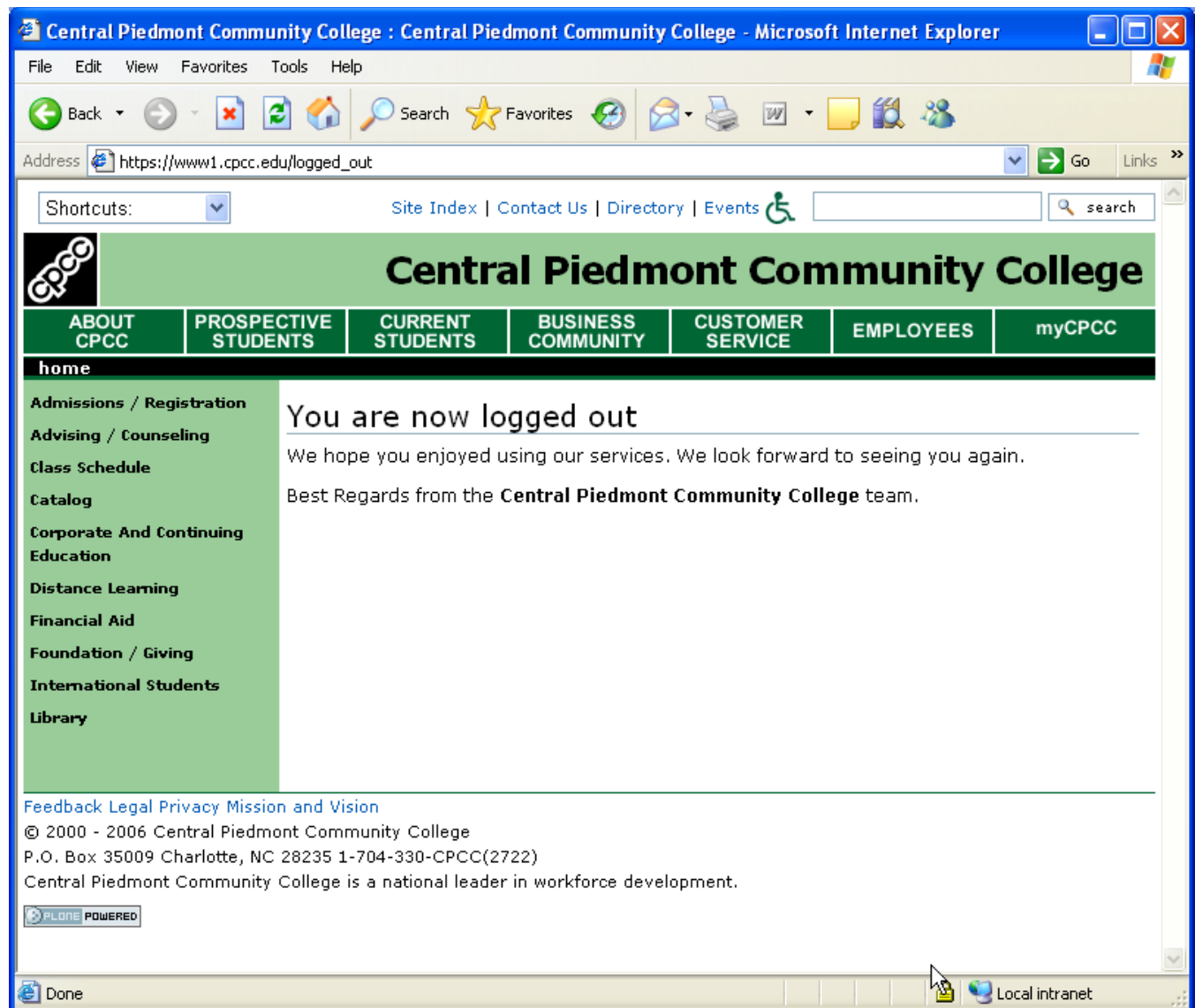
Done www1.cpsc.edu Adblock

How do I log out?

Click **log out** on the Personal Actions Bar.



Once you have successfully logged out, you will get a message.



How do I change my password?


Select **preferences** from the Personal Actions Bar.

Us | [Directory](#) | [Events](#) 

Piedmont Community College

[jkpmigration](#) [preferences](#) [undo](#) [log out](#)

On the My Preferences page, select the link **Change Password**.

Shortcuts: [Site Index](#) | [Contact Us](#) | [Directory](#) | [Events](#) 

Central Piedmont Community College

ABOUT CPCC	PROSPECTIVE STUDENTS	CURRENT STUDENTS	BUSINESS COMMUNITY	CUSTOMER SERVICE	EMPLOYEES	myCPCC
----------------------------	--------------------------------------	----------------------------------	------------------------------------	----------------------------------	---------------------------	------------------------

[home](#) [jkpmigration](#) [preferences](#) [undo](#) [log out](#)

Phone Configuration

- [Add/Remove Products](#)
- [Error Log](#)
- [Mail Settings](#)
- [Navigation Settings](#)
- [Portal Settings](#)

My Preferences

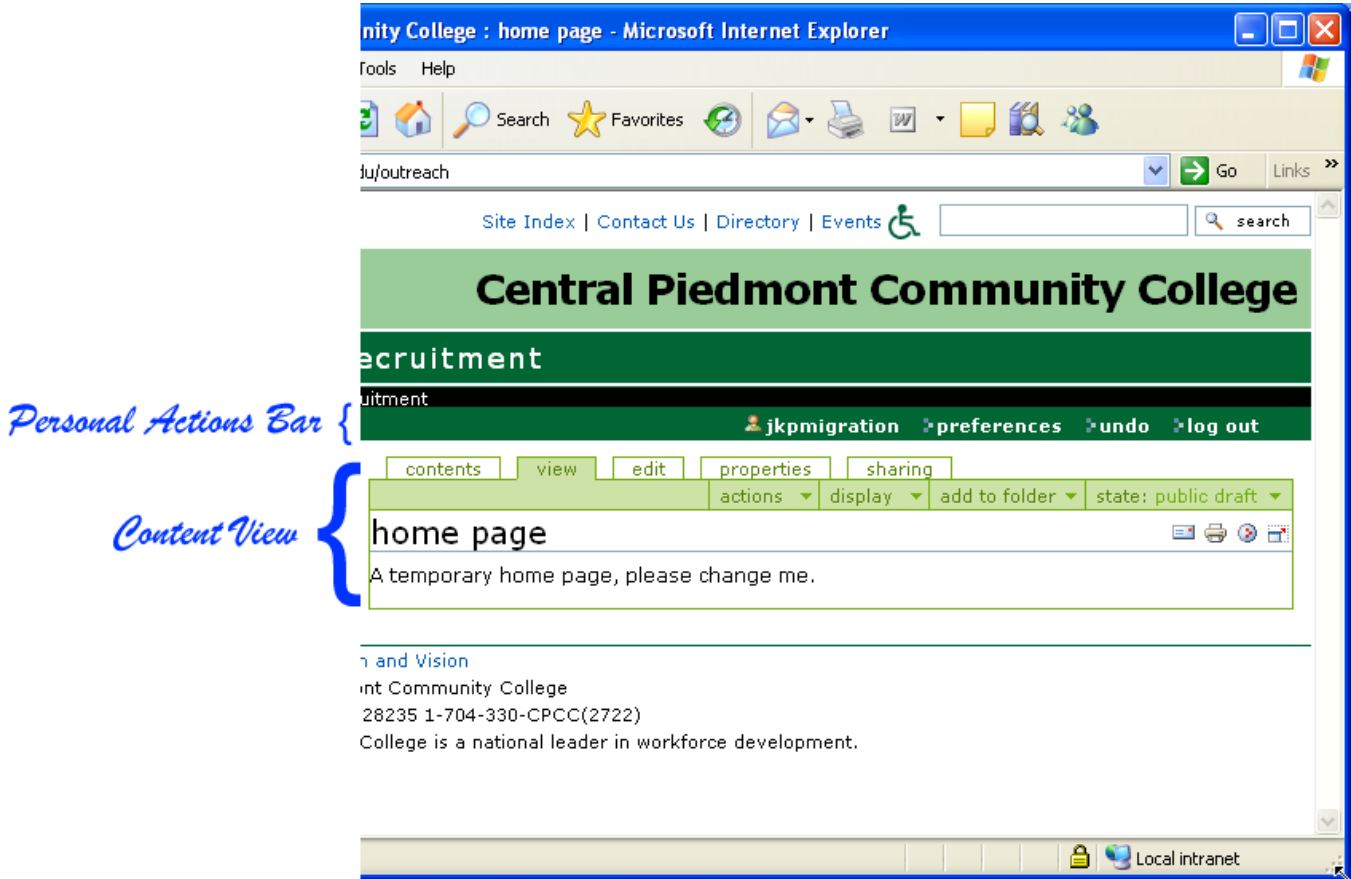
This area allows you to set your preferences.

Phone Member Preferences

- [Change Password](#)
- [Personal Preferences](#)

OK, I'm logged in. Now what?

Type the URL for your site in the address bar. When the Web Service team created your account, they also created a temporary home page for you. That is the first thing you will change. Notice that the content is displayed inside a green frame called the Content View. This view will change depending on content type you are working with (folder, page, weblink, file).



The Content Tabs allow you to perform the following tasks:

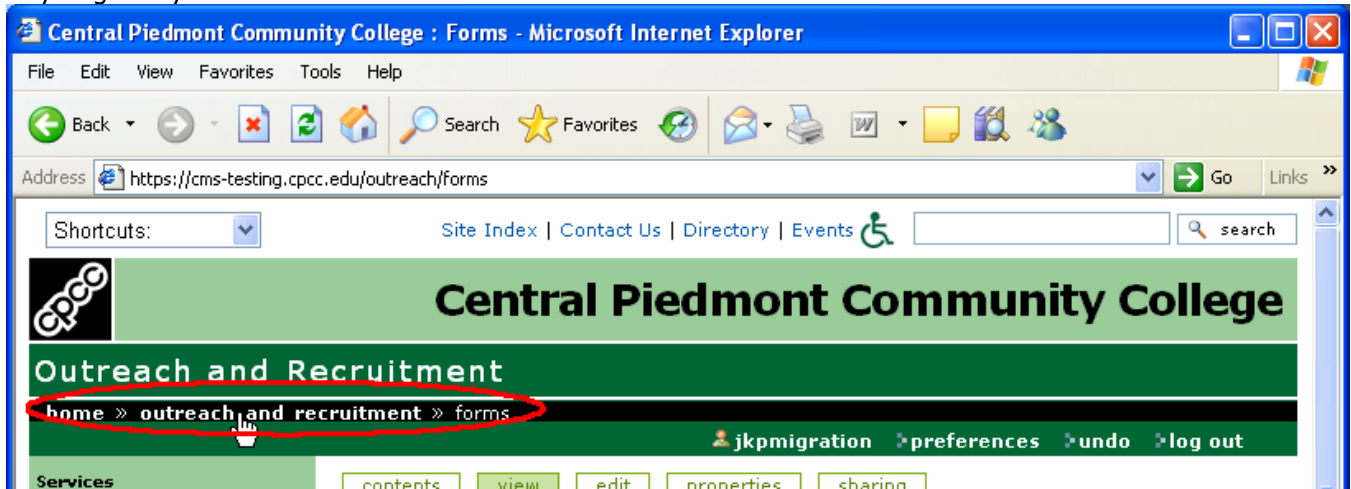
- *content*: displays the contents of the parent folder
- *view*: see what the public sees
- *edit*: change this content
- *properties*: information about this content
- *sharing*: allow other users expanded access

Can I change the color of the font I am using?

No, the color of the font, the font type, and font size are all set by the stylesheets that the CMS is using. This is to ensure that each page is uniform as you move from section to section within the College website.

How do I create navigation links on the navigation bar?

Go to the home folder for your section if you are not already there. Clicking on the breadcrumb trail is the fastest way to get to your home folder.



Click on the Add Item menu option and select Folder.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Central Piedmont Community College Outreach and Recruitment page. The browser's address bar shows the URL <https://cms-testing.cpcc.edu/outreach>. The page header includes the college logo and the text "Central Piedmont Community College Outreach and Recruitment". A navigation bar contains links for "home", "outreach and recruitment", "jkpmigration", "preferences", "undo", and "log out".

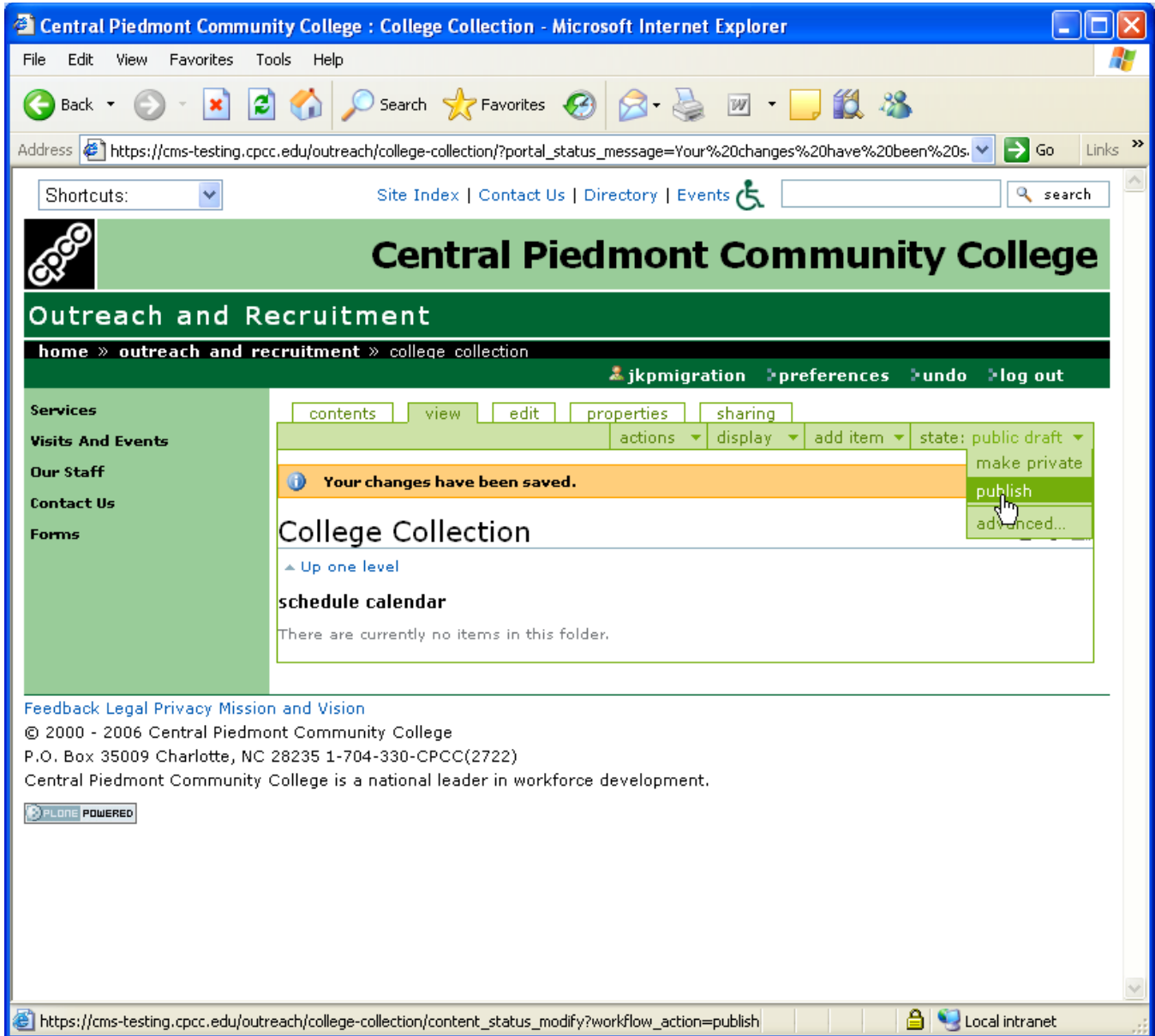
The main content area features a sidebar with "Services" and "Forms" sections, and a main section titled "Outreach and Recruitment" with sub-sections for "Vision" and "Mission". A context menu is overlaid on the page, showing options such as "event", "file", "folder", "image", "link", "news item", "page", "smart folder", "weblink", and "settings...". The "folder" option is highlighted, indicating it has been selected.

The browser's status bar at the bottom shows the URL https://cms-testing.cpcc.edu/outreach/createObject?type_name=Folder and a "Local intranet" security indicator.

Enter a title for the folder and an optional description. The title will be displayed in the navigation bar when you publish the folder. Click Save.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Edit Folder' page for 'College Connection' on the Central Piedmont Community College website. The browser's address bar shows the URL: https://cms-testing.cpcc.edu/outreach/portal_factory/Folder/folder.2006-03-06.5528470509/atct_edit. The page features a green header with the CPCC logo and the text 'Central Piedmont Community College Outreach and Recruitment'. A navigation bar includes links for 'home', 'outreach and recruitment', 'jkpmigration', 'preferences', 'undo', and 'log out'. The main content area is titled 'Edit Folder' and contains a description: 'A folder which can contain other items.' Below this, there are input fields for 'Title' (containing 'College Connection') and 'Description' (containing 'Schedule calendar'). At the bottom of the form are 'save' and 'cancel' buttons. The page footer includes a 'PLONE POWERED' logo and copyright information: '© 2000 - 2006 Central Piedmont Community College, P.O. Box 35009 Charlotte, NC 28235 1-704-330-CPCC(2722). Central Piedmont Community College is a national leader in workforce development.'

Then click on the state menu and select Publish. The folder name will now appear on the left in the navigation bar.



Next you add a page to the folder for the link to go to when a user click on it. Click Add Item menu and select Page. For the page title, enter the exact same name you used for the folder name / navigation link. You may enter a brief description if you wish. Whatever you type in the description field will appear in bold at the top of your page, right below the page title. Add your content in the Kupu editor. When you are done, select Save. Then go to the step "Set the default page for the folder".

Set the default page for the folder

Go to the folder that you want to set the default page for. Select the content tab. From the display menu select "Choose content item as default view".

Central Piedmont Community College : College Connection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://cms-testing.cpsc.edu/outreach/college-connection/folder_contents

Shortcuts: Site Index | Contact Us | Directory | Events

Central Piedmont Community College

Outreach and Recruitment

home >> outreach and recruitment >> college connection

jkmigration preferences undo log out

Services

Visits And Events

Our Staff

Contact Us

College Connection

contents view edit properties sharing

actions display add item state: published

College Connect

Up one level

Schedule calendar

	title		state	order
	College Connection P		Public Draft	1
	College Connection Page2	1.7 kB 2006-03-06 15:04	Public Draft	

rename cut copy delete change state

Feedback Legal Privacy Mission and Vision

© 2000 - 2006 Central Piedmont Community College
P.O. Box 35009 Charlotte, NC 28235 1-704-330-CPCC(2722)
Central Piedmont Community College is a national leader in workforce development.

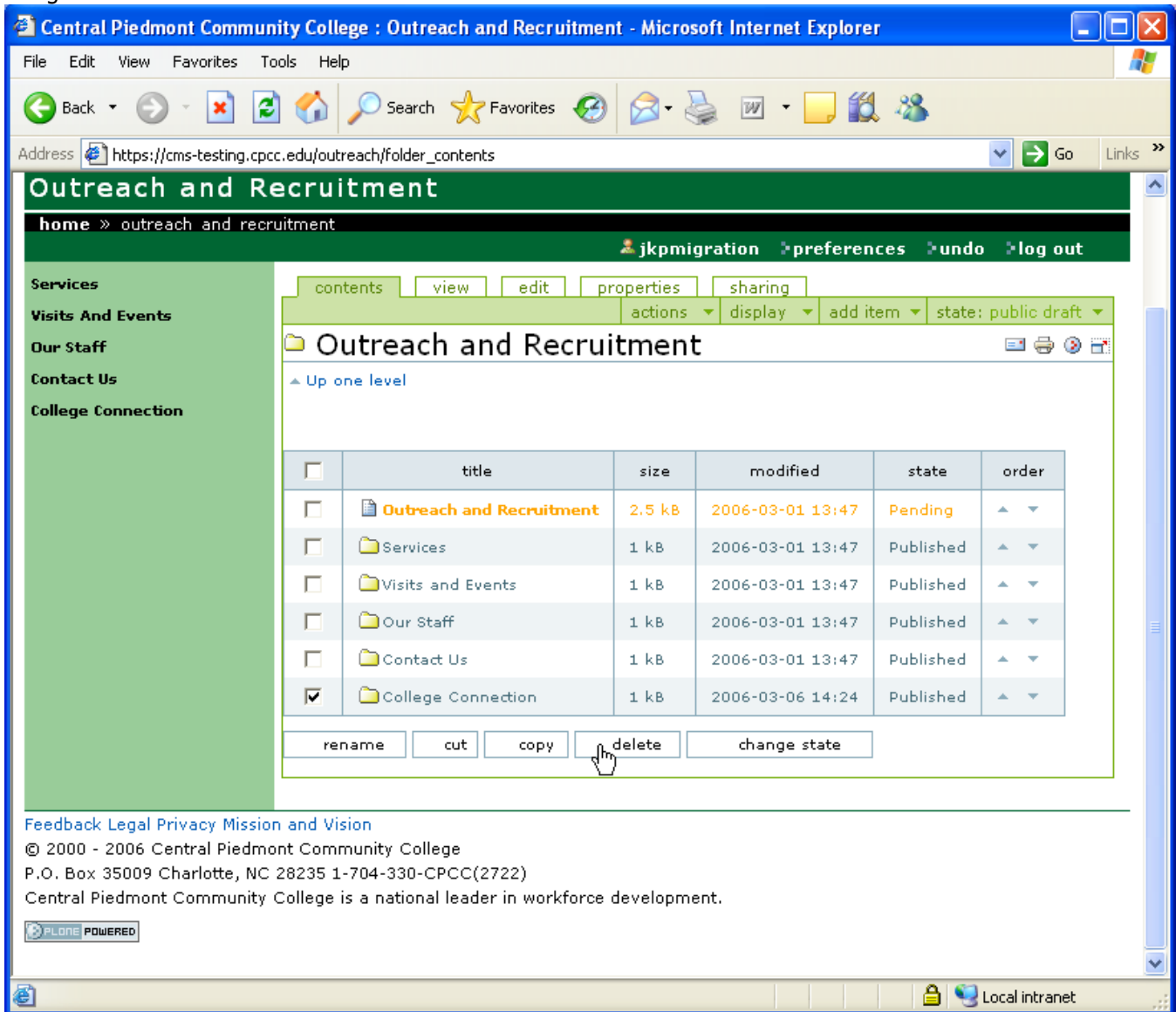
PLONE POWERED

https://cms-testing.cpsc.edu/outreach/college-connection/select_default_page Local intranet

The CMS will display all the pages in the folder. Select the one that you want to make the default page, and click save.

How do I remove a link from the navigation bar?

Go to the top level folder of your section (in this example, it would be "outreach and recruitment") and click the content tab. The CMS will show you the contents of that folder. Select the subfolder you want to remove from the navigation bar and check the box beside it. Then click the Delete button.



How do I change the order of the links in the navigation bar?

Go to the home folder for your section and click the content tab. On the right you will see a column named Order. Click the up or down arrow for the link you want to move.

I've add a page to one of my folders, but it doesn't show when I click the link. Why not?

Did you remember to make the page the default page for the folder? See "Set the default page for the folder". If you have logged out of the CMS, your pages will not be visible until they have been published.

How do I get my pages published?

From the State menu, select Submit.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Central Piedmont Community College website. The browser title is "Central Piedmont Community College : Recruitment Events - Microsoft Internet Explorer". The address bar shows the URL "https://cms-testing.cpc.edu/outreach/visits-and-events/copy_of_recruitment-events/". The page content includes the college logo, "Outreach and Recruitment" header, and a "Recruitment Events" page. The state menu is open, showing options: "publish", "submit", and "advanced...". The current state is "public draft". The page content includes placeholder text: "Fusce accumsan eros eleifend magna. Proin vitae massa ut sem luctus aliquam. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Sed velit ipsum, vulputate a, auctor ac, pulvinar non, est. Sed faucibus, diam gravida fringilla semper, orci risus iaculis pede, a sagittis ipsum lorem quis est. Nunc hendrerit arcu vel felis. Nulla lectus sem, imperdiet id, dictum a, ultricies eget, urna. Etiam ullamcorper, est vitae accumsan consequat, lorem leo venenatis quam, nec sollicitudin dolor libero sed enim. Duis lobortis. Etiam a quam mollis lectus pharetra laoreet. Fusce sapien neque, aliquet eget, scelerisque vel, facilisis nec, augue. Proin in massa. Quisque non lectus quis risus ullamcorper fermentum. Cras viverra mi quis erat. Nunc facilisis nibh nec nulla commodo viverra. Cras dui. Etiam pede. Nunc id tellus eget ante varius dignissim. Integer id nisl eu arcu dignissim eleifend. Mauris lacus justo, cursus sed, viverra nec, auctor quis, velit. Duis eu turpis vel nisl tincidunt laoreet. Vestibulum sem elit, tincidunt vel, nonummy sed, facilisis ut, purus. Ut elementum turpis. Cras justo augue, bibendum vel, aliquet nec, gravida id, sapien. Vivamus lectus odio, sagittis a, aliquam ut, eleifend a, lectus. Fusce tempor arcu nec risus."

This changes the state to *pending*. Do this for every page you create. Once you have completed your site, a wrap-up meeting is schedule with the Web Services team to review your site. When the site review is complete, the Director of Web Services will change the state of your pages to published, and they will then be visible to everyone on the web.