

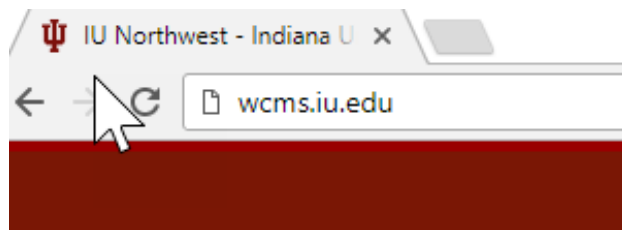
How to Access Your Website in WCMS

Before you begin working in WCMS, you should have **Mozilla FireFox** or **Google Chrome** installed on your computer. Do not use Internet Explorer because it presents difficulties with WCMS. If you don't have FireFox or Chrome installed, please contact the Support Center. Call 981-4357 or send an email to iunhelp@iun.edu and ask for FireFox or Chrome to be installed.

All IU Northwest websites are migrating into a new design. When complete, all IU Northwest sites will reside within the **Base Folder** in WCMS. Please review IU Northwest website policy before making changes. Substantial restrictions now apply as to what can be changed.

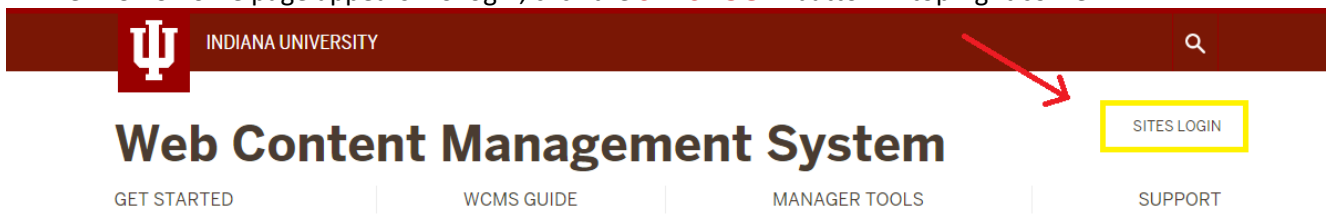
My WCMS site folder is: _____

Finding your website in WCMS



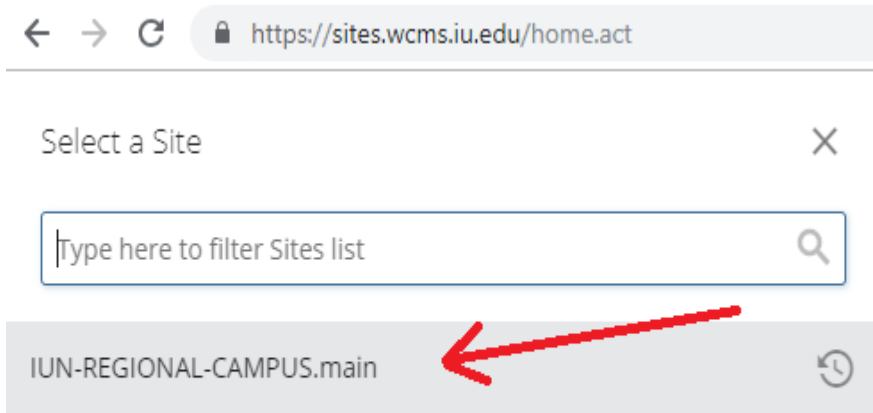
Open the FireFox or Chrome web browser. Go to: <https://wcms.iu.edu>

The WCMS home page appears. To login, click the **SITES LOGIN** button in top right corner



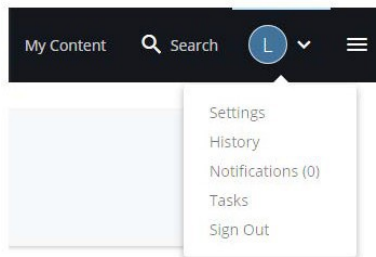
Log in with your IU Northwest username and passphrase.

To navigate to your site folder, at the top left of the page, click on the drop down arrow for **“SITES: Go to Site”** and select **“IUN-REGIONAL-CAMPUS.main”**



Default to IUN-REGIONAL-CAMPUS.main (optional)

To default to this option, go to **“My Settings”** located under the user circle letter icon(Usually the first letter of your first name) dropdown at the top right of the page



At the very bottom the option "Default Site" click on the words "**Choose Site**"

Settings Cancel Submit

Unpublish on Move / Delete

Unpublish option enabled by default when moving or deleting assets

Appearance of Asset Links

Show asset's Title or Display Name if available

Daily Content Report

Receive a daily content report

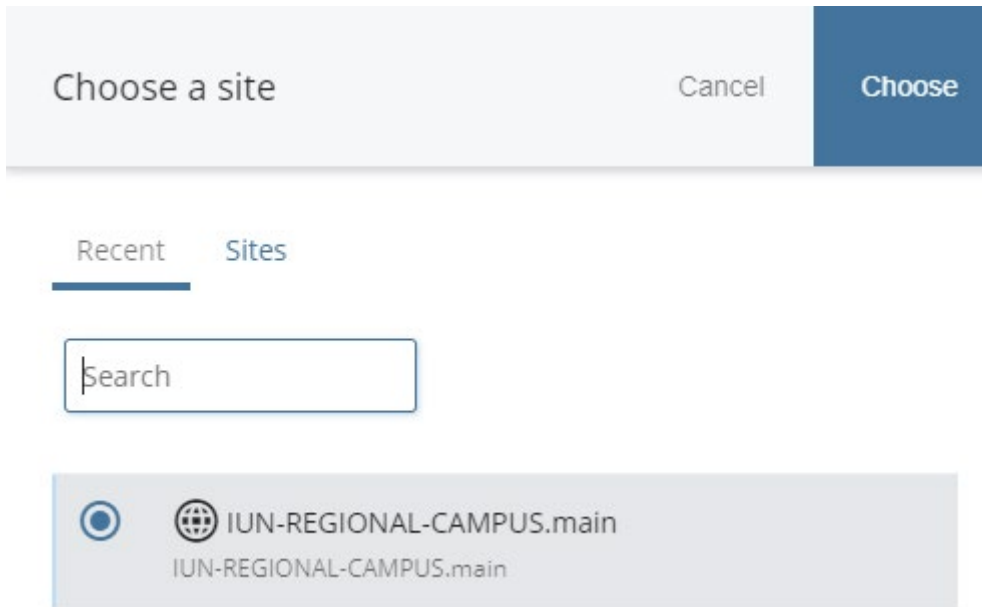
Default Site

↓

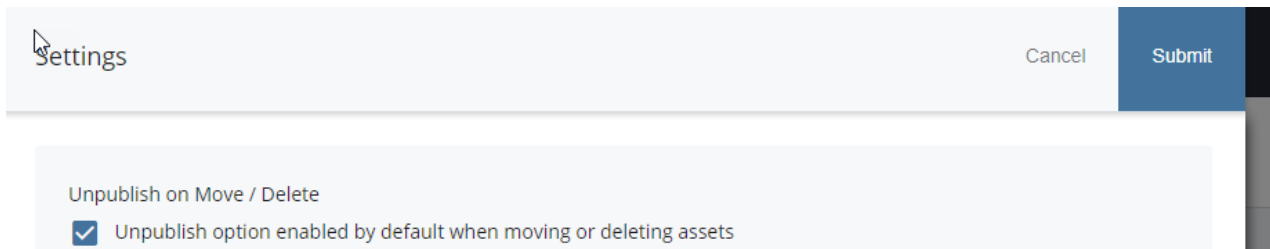
Change Profile Photo

Drop a file here or [choose one from your computer](#)

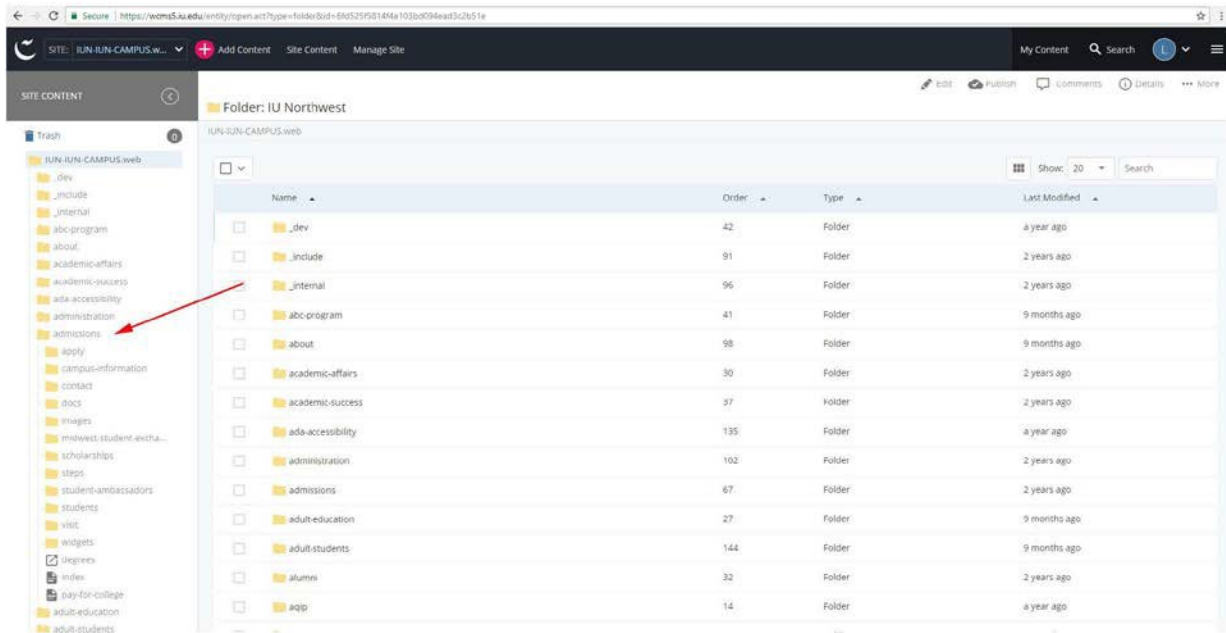
To the right of the screen select the radio button for “IUN-REGIONAL- CAMPUS.main” and then click the blue “**Choose**” button and the top right.



After you have clicked on the “Choose” button, then click the blue “**Submit**” button at the top right of the pop up screen.



Your website folders should appear to the left in the asset tree



The *site name* in the example below is *admissions*

PDF files and other document-type files are in this folder. Filenames should be short but meaningful, use only lowercase letters, and use hyphens instead of spaces. File extensions, such as **.pdf**, are required.

Images are in this folder. Filenames use the same pattern as above and must include the appropriate extension, for example, **.jpg**, **.png**, **.gif**, etc.

All widgets are in this folder (personnel, tabbed content, etc.) Names use all lowercase letters and hyphens replace spaces.

This is the index/homepage for the folder.