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.
Login to WCMS using Firefox or Chrome

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”

Type here to filter Sites list

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
Login to WCMS using Firefox or Chrome

At the very bottom the option “Default Site” click on the words “Choose Site”
Login to WCMS using Firefox or Chrome

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.
Login to WCMS using Firefox or Chrome

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.**