

Documentation for Website CMS—Content Management System Part 1 of 4: Introduction

Welcome to the documentation on how to use the new Andrews University Content Management System (CMS) to manage and grow your Andrews website. Although not necessary, we recommend you view the various documentation materials in sequence to better understand how the whole system works.

Unlike the previous CMS, this new CMS can be accessed on *most modern web browsers* like Firefox, Safari, Chrome or Internet Explorer, and will work on a Windows, Mac or Linux operating system.

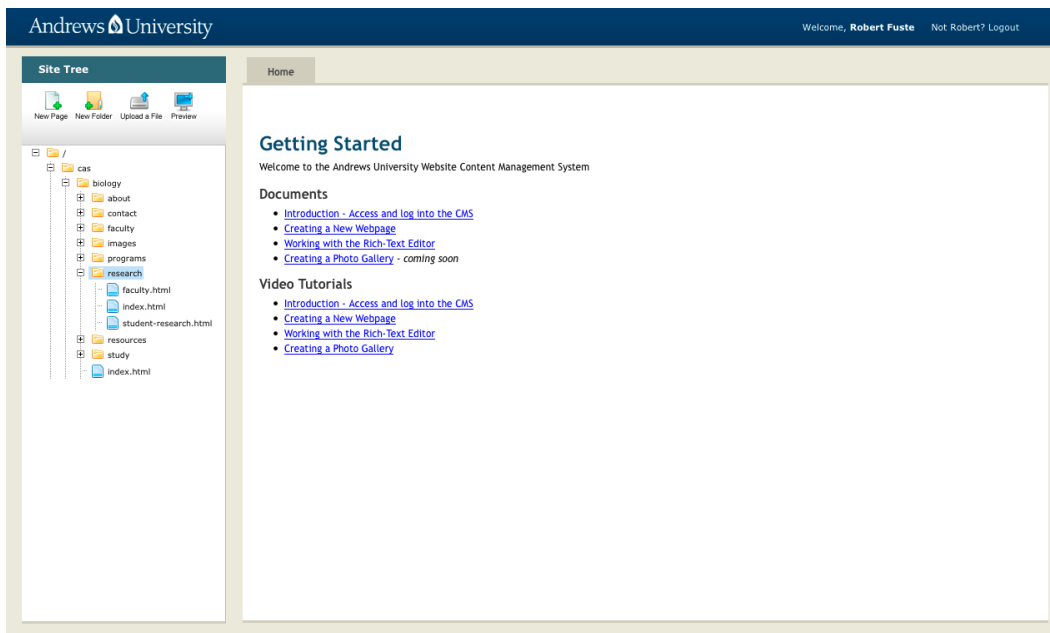


To log into the CMS and begin managing your site, simply open up your preferred web browser and type in the following address:

www.andrews.edu/cms

At the login page, please enter your Andrews username and password, and click “Login”

Once you’ve logged into the CMS, you come to the main page where you can browse through a collection of helpful resources on how to use the CMS, including documents and training videos.



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This might be a good time to bookmark this page so you can easily access the CMS when editing your website in the future. Again, the address to reach the CMS is:

www.andrews.edu/cms

For more documentation on how to add pages, edit pages, upload photos and files and more, please visit:

www.andrews.edu/imc