

WEB WEDNESDAY WORKSHOPS



FREQUENTLY ASKED QUESTIONS

FAQs: CMS LOGIN

Question	Answer
Where do I log in to edit the pages?	CMS login portal is: www.glendale.edu/admin
How do I reset my password?	Go to glendale.edu/admin , and click on "Forgot Your Password" Enter your username You will receive an email to reset your password.
What is my username?	Your username is set up by request, and it's typically your GCC email username.
What does CMS stand for?	Content Management System

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FREQUENTLY ASKED QUESTIONS

FAQs: PAGE EDITING

Question	Answer
How do I edit my page?	<p>Login to CMS</p> <p>Option 1 Go to pages, select Tree View, locate your page, then click on Edit Design.</p> <p>Option 2 Go to directly to your page you want to edit from your web browser, then click on Edit button that appears on top of the page.</p>
I'm logged in, but I don't see the Edit option on the page, what do I do?	Simply Refresh your browser, the Edit option will appear.
How do I create a single space between two lines?	Shift-Enter will create a single space.
How do I get a link to a page?	From Tree View, go to the page, then from menu, choose Review Page Detail, locate Friendly URL, copy that link.
How do I link to a page within the GCC website?	To link to another page within the college website, choose page from the Internal Links menu.

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FAQs: PAGE EDITING

Question	Answer
How do I insert a link to an external website?	Insert link by selecting the Hyperlink Manager icon and type in the web address, or paste the url to URL field. Note: Make sure your web address is starts with https:// or http://
How do I insert an email address?	Select Hyperlink Manager, choose Email tab, then enter email address in the “address” field.
How do I create a button?	Make sure to have an active link to create the button. Highlight your link, then from the “Apply CSS Class” menu, choose button. This will create a red button.
Can I change the color of the button?	No. The button style aligns with GCC web branding.

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FREQUENTLY ASKED QUESTIONS

FAQs: DOCUMENT CENTRAL & IMAGE LIBRARY

Question	Answer
How do I link to a document on my webpage?	Insert a link to a document on your webpage by choosing the Document Central icon, this will open Document Central, browse to your department folder, then choose the desired document. From there, you can also upload a new document from your local drive.
How do I get a direct link to a document?	Go to Document Central, locate your document, hover over document and click on the grey round button on the right, select Review, then copy Document URL.