

GCSC Website

Website Editing Instructions-Beginners

2 Ways to Login to Omni CMS

#1 – Through the page you want to edit

- 1. Go to the page to be edited (e.g., https://www.gulfcoast.edu/admissions.html)
- 2. Click the copyright symbol at the bottom of the page



- 3. Edit webpage
- 4. Save webpage
- 5. Submit webpage

#2 – Through myGCSC

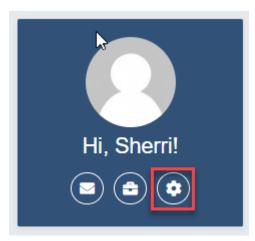
1. Login to myGCSC



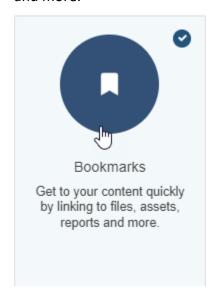
2. Click the Omni Update tile



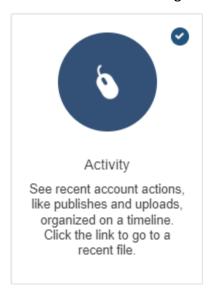
3. Setup the Dashboard by clicking the **Configure Dashboard Gadgets** icon



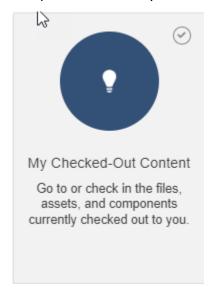
- 4. **Dashboard Configuration** Selections
 - a. **Bookmarks (required)** Get to your content quickly by linking to files, assets, reports and more.



b. **Activity** – See recent account actions, like publishes and uploads, organized on a timeline. Click the link to go to a recent file.

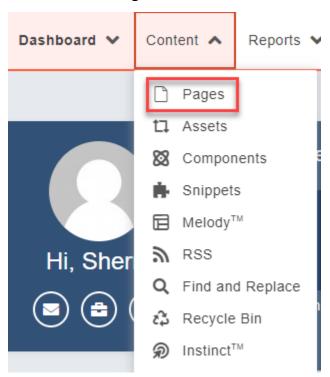


c. **My Checked-Out Content (already checked)** – Go to or check in the files, assets, and components currently checked out to you.

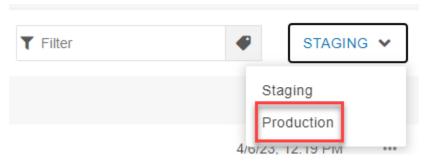


How to Find The Webpages You Have Access To

1. Click Content -> Pages

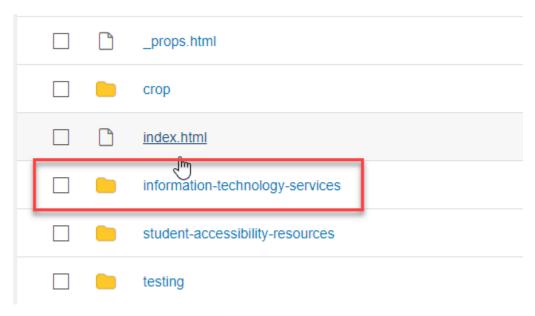


2. Change **STAGING** to **PRODUCTION**



3. Find the page e.g., https://www.gulfcoast.edu/academics/academic-support-tutoring/information-technology-services/index.html

a.	Click the fo	older ac	ademics (https://	/www.gultco	ast.edu/acader -	mics)
			_resources			
			_training			
			about-gcsc			
			about-us			
			academics			
			accessibility.htm	I		
			admissions			
b.	Click the folder academic-support-tutoring					
b.	Click the fo	older ac	ademic-support-	tutoring		
b.			ademic-support- lfcoast.edu/acad	_	mic-support-tut	toring)
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b.			academic-divisio	emics/acade	mic-support-tut	toring)
b.			academic-calendacademic-divisionacademic-suppo	emics/acade	mic-support-tut	toring)
b. c.	(https://w	ww.gul	academic-calend academic-division academic-suppont	emics/acade		toring)
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4. Change **PRODUCTION** back to **STAGING**



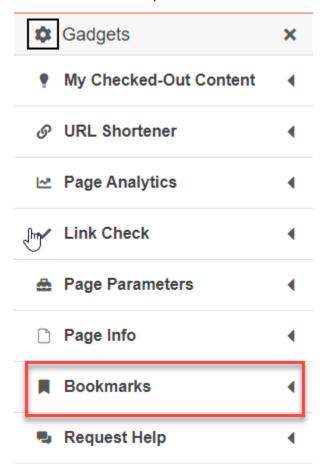
- 5. I have permission to edit anything in the information-technology-services folder
- 6. Select a page to **Bookmark**

Create Bookmarks

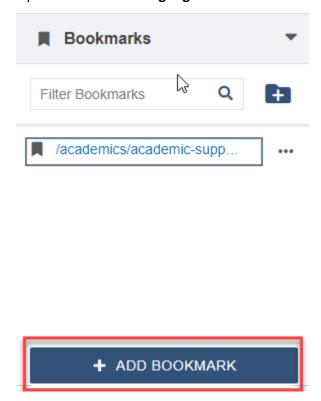
1. Create a **Bookmark** clicking the icon at the top right corner



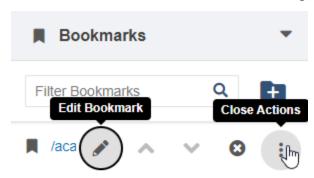
2. Select the **Bookmark Gadget** (all gadget lists do not look alike. You may have more of less than the ones listed below)



3. Open the **Bookmarks gadget** and click **Add Bookmark**

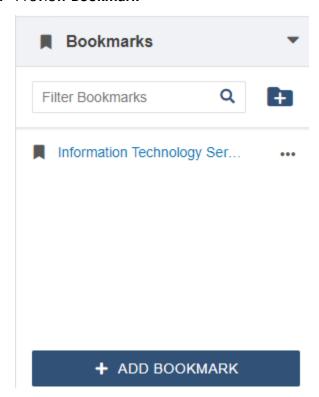


4. Edit the name of the **Bookmark** to something recognizable



+ ADD BOOKMARK

5. Preview Bookmark



Test Bookmark

- 1. Go Back to myGCSC
- 2. Click the Omni Update tile



3. View Bookmark you just created

