How To For Web Authors
Step 1: request web editing access via Website Support link on IndianaCTSI.org
VPN

• Effective June 2019, VPN access is no longer needed for wired connection in the HITS building, as well as most of IU Secure wireless.

• If off-campus, you must be logged into the groups VPN to access the website editing portal
  – If not, you will receive a Wordpress access error

• VPN help available in the IU knowledge base:
  – https://kb.iu.edu/d/ajrq
https://www.indianactsi.org/wp-admin

Type in link in the search bar and this screen will appear
Enter username and password
This is the page that would pop up next, once you are here. Click on the **Pages** tab in the left side margin.
Once you are here, Click on the “Revise” link in the
In order for the links to show you should hover your mouse over the page you would like to edit and then it will appear.
This page is what should pop up next, all the necessary edits for the page you selected will be from here.

Once you have completed all of the edits, please click on the “Submit to Workflow” to save all your work.
This popup will come up after clicking on the “Submit to Workflow” button. Next, you’ll want to make sure where it says “Workflow:” to have the dropdown on “Submit Content for Review”.
You can then change the setting of priority. Just click the dropdown next to priority and change the setting to whatever urgency this edit is made for.
If you would like to add any additional comments, feel free to add them in the comments text box located here.
After You Save

• Once you click “Submit”, please look for an email to find approval for the edits you have completed
  – This will be sent to your workflow inbox and your regular email inbox
The **Workflows** tab is located on the left side margin.
In the Workflow tab, you will find the approval email for your edits along with new tasks to be completed.
How To For Bloggers
VPN

- Must be logged into the VPN to access the admin page to edit
  - If not, access will not be granted to open this page
- https://www.indianactsi.org/wp-login
Type in link in the search bar and this screen will appear
Enter username and password
This is the page that would pop up next, once you are here. Click on the **News** tab in the left side margin.
In order for the links to show you should hover your mouse over the page you would like to edit. Click on “Edit” in the links.

This is the page that would pop up next, once you are here.
This page is what should pop up next, all the necessary edits for the page you selected will be from here. Remember to click on the “Submit to Workflow” button in the right side margin.
This popup will come up after clicking on the “Submit to Workflow” button. Next, you’ll want to make sure where it says “Workflow:” to have the dropdown on “Submit Content for Review”.
You can then change the setting of priority. Just click the dropdown next to priority and change the setting to whatever urgency this edit is made for.
If you would like to add any additional comments, feel free to add them in the comments text box located here.
After You Save

- Once you click “Submit”, please look for an email to find approval for the edits you have completed
  - This will be sent to either your personal email or your workflow inbox
The **Workflows** tab is located on the left side margin.
In the Workflow tab, you will find the approval email for your edits along with new tasks to be completed.
THANK YOU!