

# CMS Training Outline

Email: [websupport@utep.edu](mailto:websupport@utep.edu)

## Roles

- **Departmental Content Publisher:** Recommended for TIMs and webmasters that manage websites. This role includes the ability to: Create/edit/delete and **publish** content (Pages, Blocks, External Links, Files, Folders)
- **Departmental Content Managers:** Recommended for users that will help "Departmental Content Publisher" to edit site content. This role includes the ability to Create/edit/delete content (Pages, Blocks, External Links, Files, Folders)

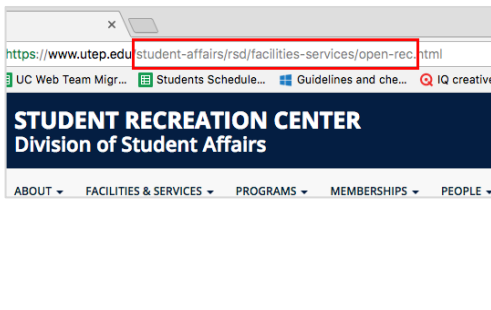
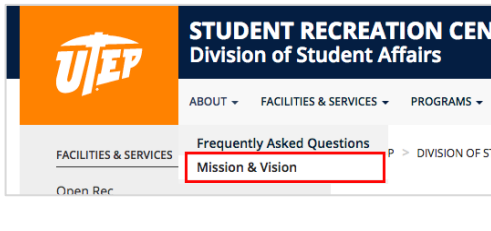
## How to Login to Cascade

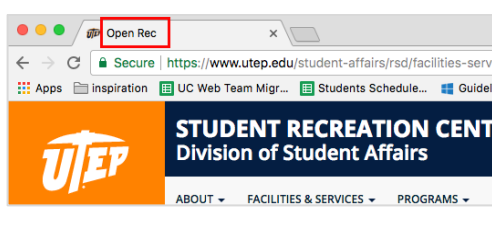
- Go to <https://cascade.utep.edu:8443/login.act>
- Use your UTEP username (without the "utep.edu" or "miners.utep.edu")
- Select University Communications from site menu on the top left corner.

## Folder structure

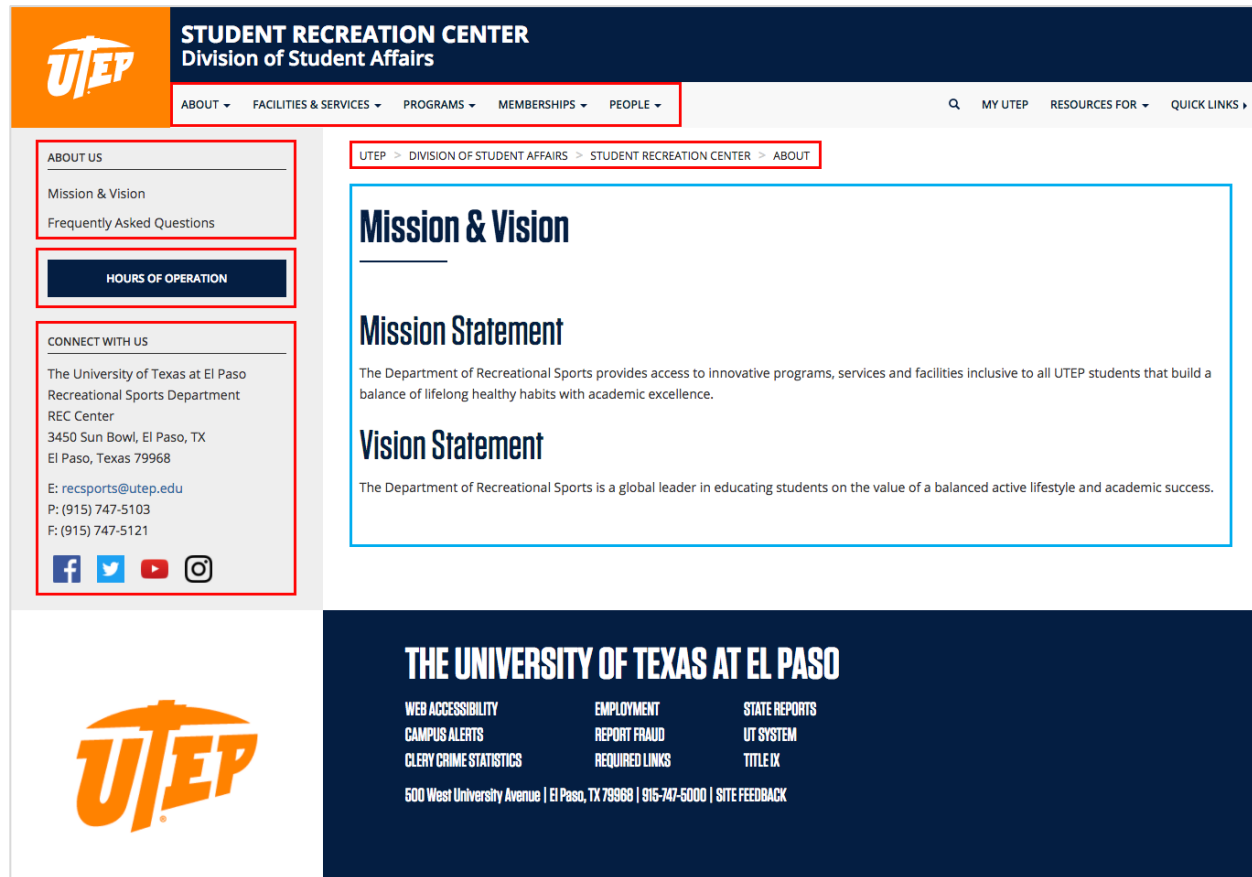
- "\_Internal" folder: All the blocks and links related to the site are under this folder
- "\_Files" folder: All the files, images, links, and videos to be uploaded under this folder
- Homepage index
- Section Folders
- Pages

## Naming Convention

<b>Page/Folder Name</b>	Shows on URL (e.g. <a href="https://www.utep.edu/student-affairs/about.html">utep.edu/student-affairs/about.html</a> )  Recommendation: Use dashes (-) instead of spaces, avoid special characters, and use all lowercase	
<b>Display name</b>	Name displayed on screen (e.g. main navigation, sidebar navigation, breadcrumbs)	

<p><b>Title</b></p>	<p>Shows in Browser tab. Used by search engines.</p>	
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## Manage Content



**STUDENT RECREATION CENTER**  
Division of Student Affairs

ABOUT ▾ FACILITIES & SERVICES ▾ PROGRAMS ▾ MEMBERSHIPS ▾ PEOPLE ▾

UTEP > DIVISION OF STUDENT AFFAIRS > STUDENT RECREATION CENTER > ABOUT

**Mission & Vision**

**Mission Statement**

The Department of Recreational Sports provides access to innovative programs, services and facilities inclusive to all UTEP students that build a balance of lifelong healthy habits with academic excellence.

**Vision Statement**

The Department of Recreational Sports is a global leader in educating students on the value of a balanced active lifestyle and academic success.

**THE UNIVERSITY OF TEXAS AT EL PASO**

WEB ACCESSIBILITY | EMPLOYMENT | STATE REPORTS  
 CAMPUS ALERTS | REPORT FRAUD | UT SYSTEM  
 CLERY CRIME STATISTICS | REQUIRED LINKS | TITLE IX

600 West University Avenue | El Paso, TX 79968 | 915-747-5000 | SITE FEEDBACK

Edit a Page (blue square above)	Edit a Block (red squares above)
<ul style="list-style-type: none"> <li>• Add a file (e.g. images, documents)</li> <li>• Edit the homepage News and Facebook feeds</li> <li>• Add a new page</li> </ul>	<ul style="list-style-type: none"> <li>• Edit carousel block (1366 x 535px)</li> <li>• Edit contact block</li> <li>• Edit main navigation and side bar menus</li> </ul>

## Environments and Publishing

- Cascade environment
- Test environment (betawww)
- Production environment

## Templates available:

- Content - No Carousel
- People
- News and Social Columns