

## 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



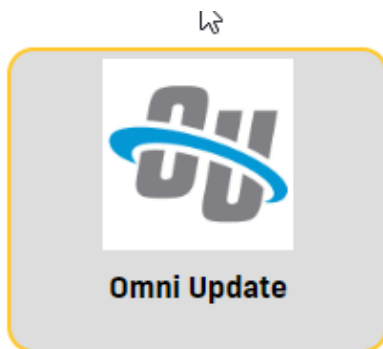
3. **Edit** webpage
4. **Save** webpage
5. **Submit** webpage

### # 2 – Through myGCSC

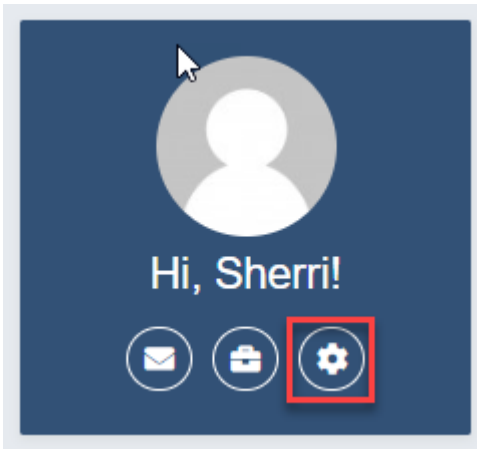
1. Login to **myGCSC**



2. Click the **Omni Update** tile

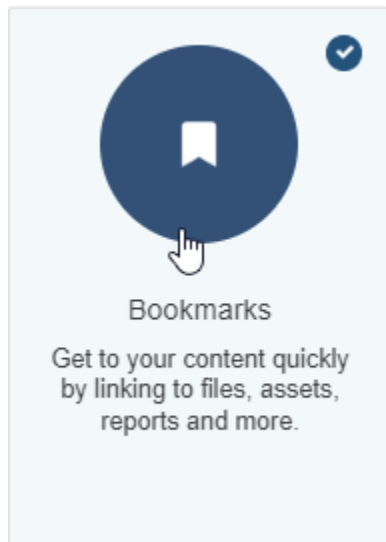


3. Setup the Dashboard by clicking the **Configure Dashboard Gadgets** icon

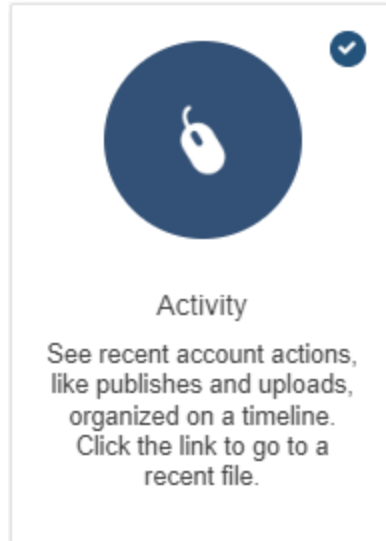


4. **Dashboard Configuration** Selections

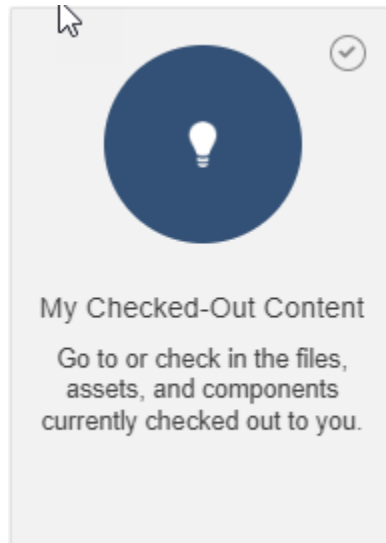
- a. **Bookmarks (required)** – Get to your content quickly by linking to files, assets, reports and more.



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

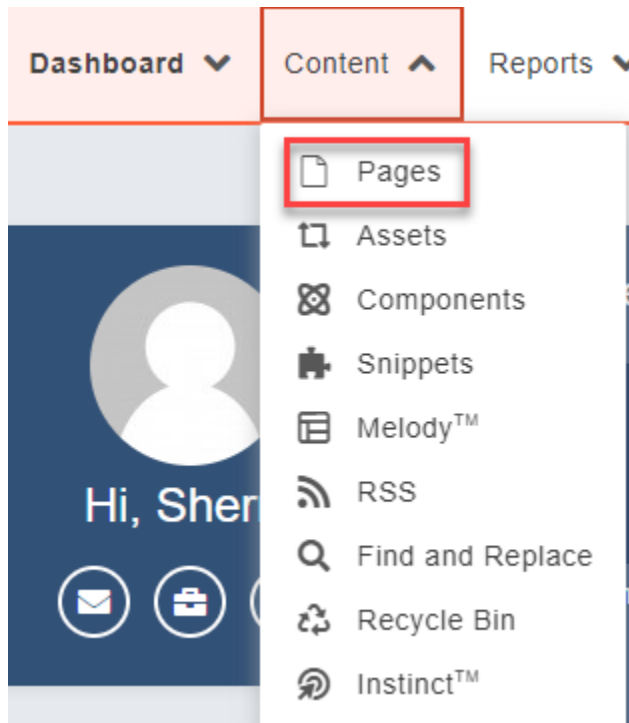


- c. **My Checked-Out Content (already checked)** – Go to or check in the files, assets, and components currently checked out to you.

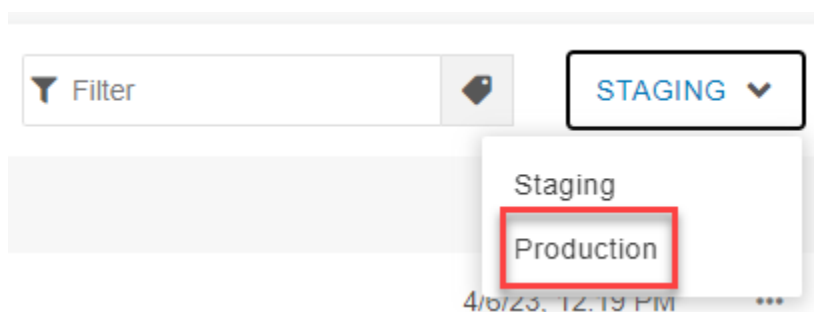


## How to Find The Webpages You Have Access To

1. Click **Content** -> **Pages**

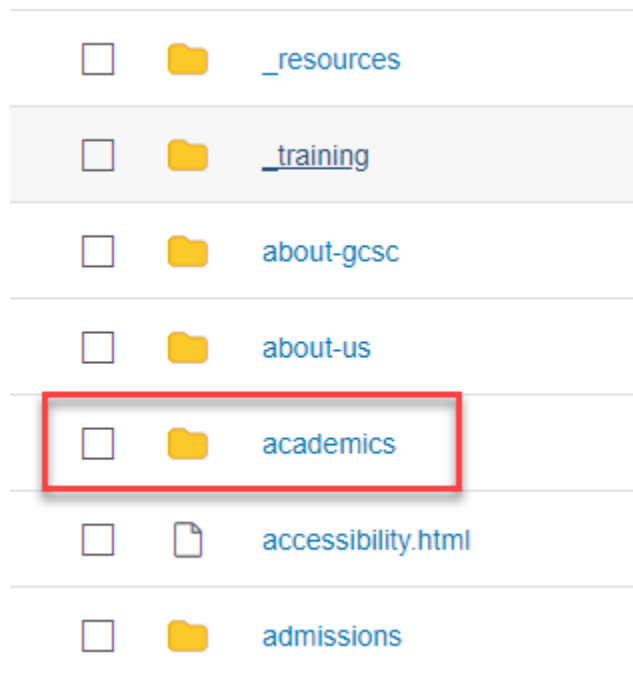


2. Change **STAGING** to **PRODUCTION**

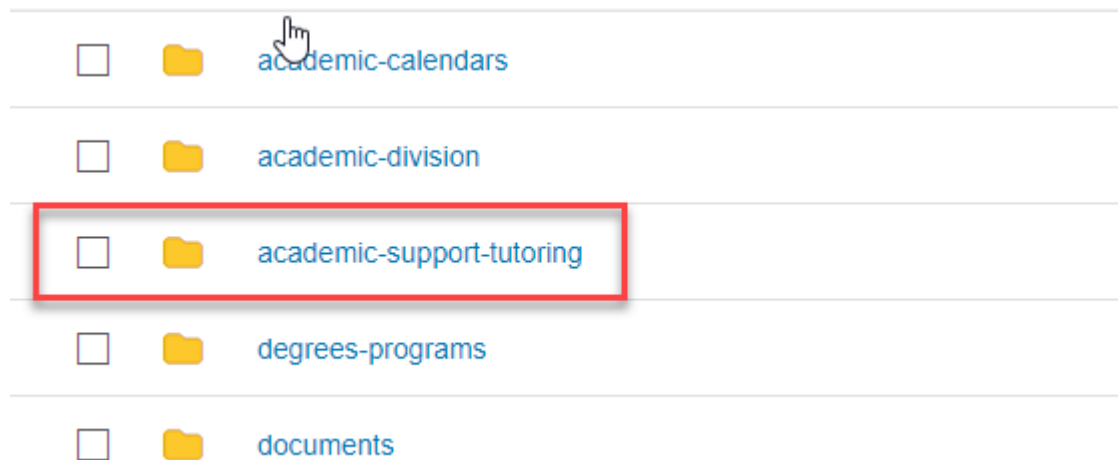


3. Find the page e.g., <https://www.gulfcoast.edu/academics/academic-support-tutoring/information-technology-services/index.html>

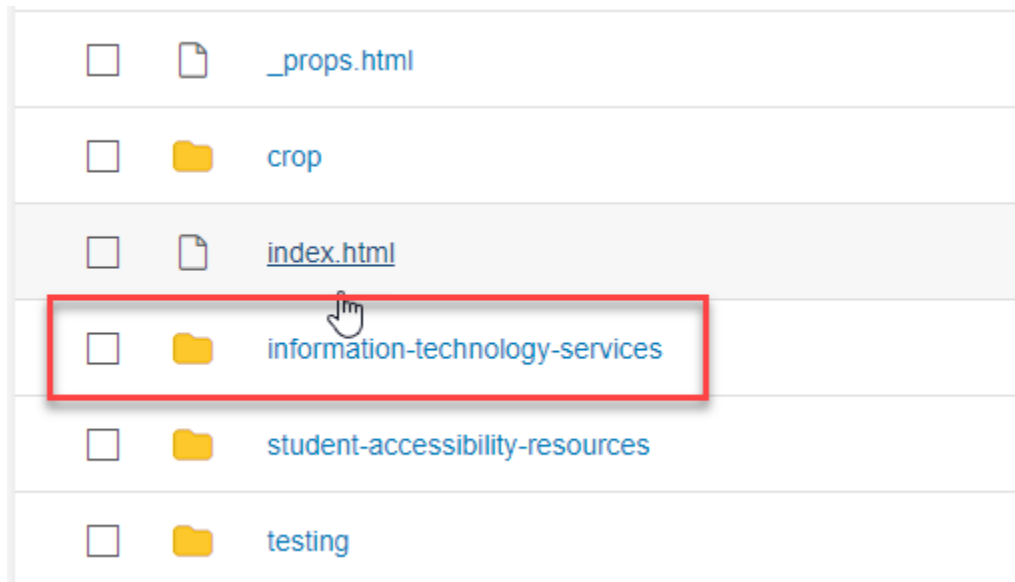
- a. Click the folder **academics** (<https://www.gulfcoast.edu/academics>)



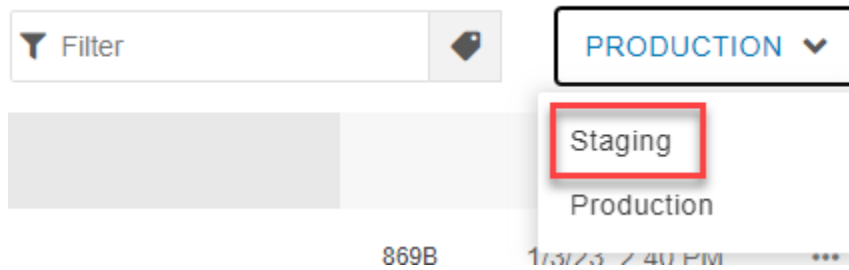
- b. Click the folder **academic-support-tutoring** (<https://www.gulfcoast.edu/academics/academic-support-tutoring>)



- c. Click the folder **information-technology-services** (<https://www.gulfcoast.edu/academics/academic-support-tutoring/information-technology-services>)



4. Change **PRODUCTION** back to **STAGING**



5. I have permission to edit anything in the **information-technology-services** folder

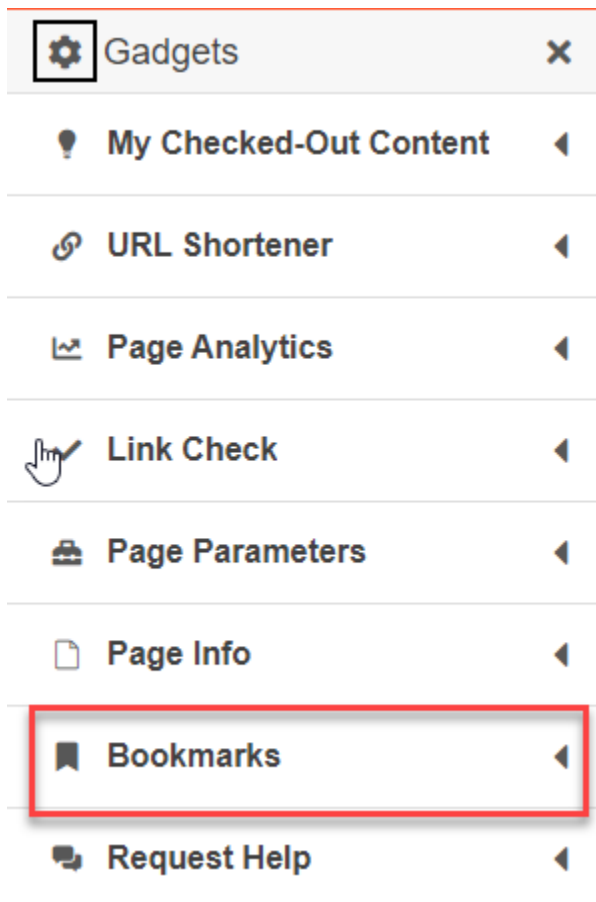
6. Select a page to **Bookmark**

## Create Bookmarks

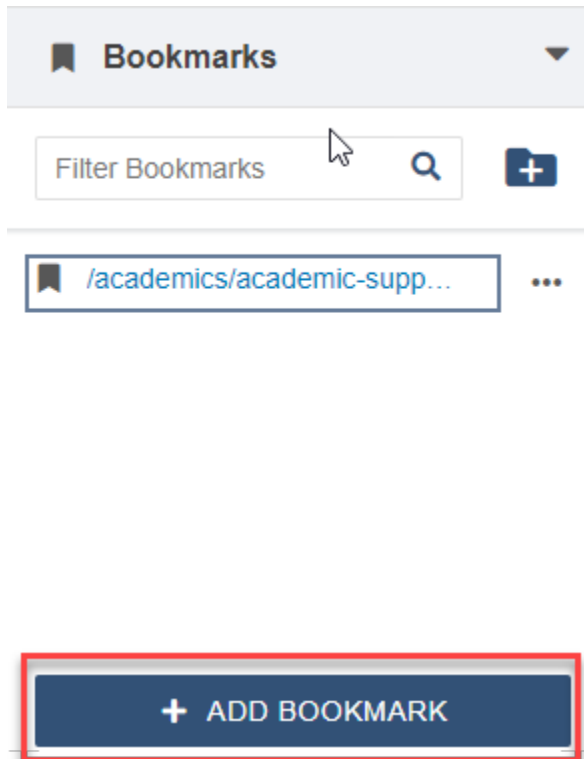
1. Create a **Bookmark** clicking the icon at the top right corner



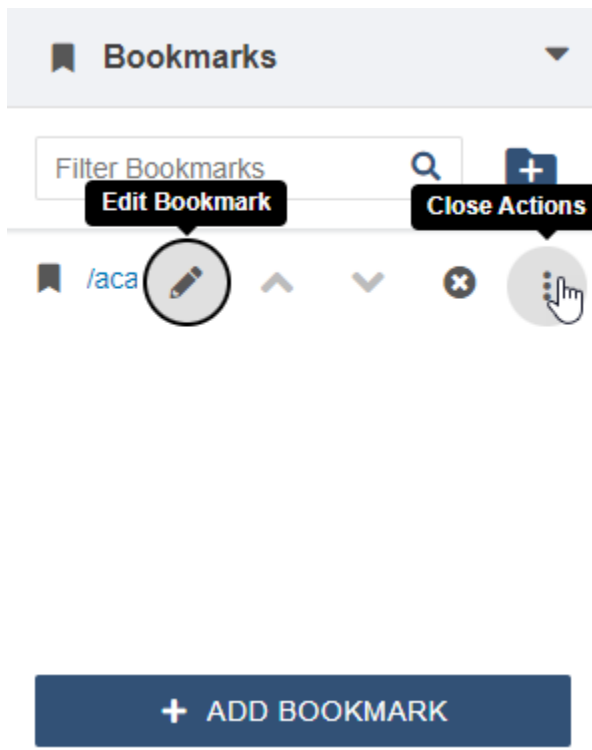
2. Select the **Bookmark Gadget** (all gadget lists do not look alike. You may have more of less than the ones listed below)



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

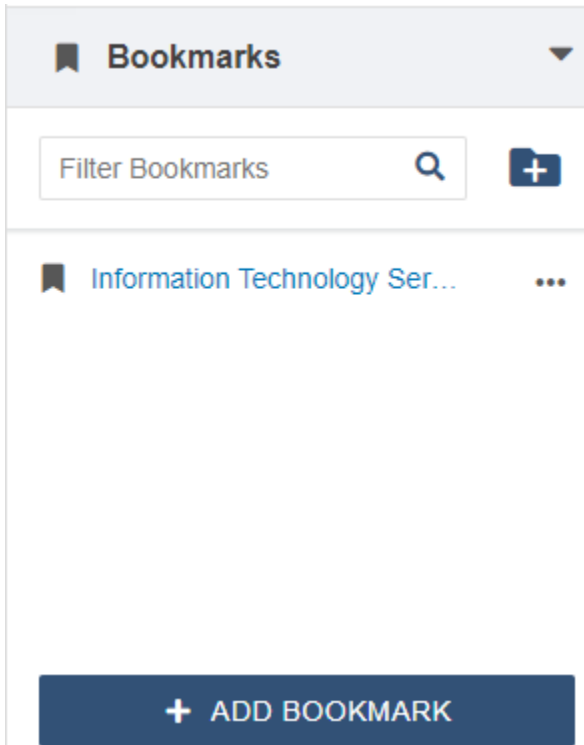


4. Edit the name of the **Bookmark** to something recognizable





## 5. Preview **Bookmark**



## Test Bookmark

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



3. View Bookmark you just created

