Logging in to Cascade

cms.unomaha.edu

CASCADE CMS		
Login		
Username		
Password		
Remember me Login		
© 2019 Hannon Hill Corporation - v8.13.2 University of Nebraska Omaha - Content Management	System	

Username: NetID (e.g. jsmith) Password: Password associated with your email/NetID

Quick Tip: Go to the page you want to edit on the live site, scroll to the footer and click the copyright symbol and it will take you to that page in Cascade.



Dashboard

Once you log in at cms.unomaha.edu, you'll be taken to your dashboard.

U Welcome back	My Content ×	Link Checker ® www
+ Add Widget C Reset Dashboard	bachelor-of-arts-biology www./academic-programs/college-of-arts-and-sciences/biology/bachelor-of-arts-biology	34.9K / 375.5K Reported broken links (9.29%)
New Content (a) www No Starting Page is configured for your user in this site. Details	index www.r./about-unarbuildings-and-maps/index index index www.r./news/events/investiture/index	8.2K / 10k Assets with broken links (81.9%)
	🖹 index	

Your dashboard is comprised of widgets; you can move, add or delete the widgets on your dashboard. This is your space and only you can access it.

My Content



Recent

Lists the pages you have recently edited

Owned Content

Pages you've been assigned to edit or review

Drafts

If you've edited a page but not submitted it, you can find it here (you didn't lose it!)

Workflows

For Cascade approvers – these are the pages that have been edited and need your approval

Locks

Pages that have been locked by a user so only they can edit it

You can go to your dashboard from any page in Cascade by clicking the Cascade logo in the upper left corner of the toolbar:



Editing a Page

You can only access the sites you have been assigned to; you can find your site(s) by clicking "Go to Site" in the upper left corner:



A list of your sites will appear. Click on the name of the site to go to it:

Trash	66
CAS - Biology 1	
cascade	
about-us 2	
- contact-us	
directory	
📄 graduate-seminar	
haley-hassenstab.jpeg	
haley-hassenstab.jpeg	
haley-hassenstab.jpeg	
haley-hassenstab.jpeg index 3 academics community-engagement	
 haley-hassenstab.jpeg index 3 academics community-engagement nature-preserves 	
 haley-hassenstab.jpeg index 3 academics community-engagement nature-preserves research 	
 haley-hassenstab.jpeg index 3 academics community-engagement nature-preserves research student-opportunities 	
 haley-hassenstab.jpeg index 3 academics community-engagement nature-preserves research student-opportunities support-us 	
 haley-hassenstab.jpeg index 3 academics community-engagement nature-preserves research student-opportunities support-us index 	
 haley-hassenstab.jpeg index 3 academics community-engagement nature-preserves research student-opportunities support-us index setup 	

The first folder is your site. The folders under contain the pages for that area. This folder structure creates each page's URL:



www.unomaha.edu/college-of-arts-and-sciences/biology/about-us/index.php

It's important for each page to "live" in a folder.

To see the folder's contents, hover over the folder name and click on the arrow to the right of the name:



Click Edit in the toolbar

	💉 Edit	🔥 Publish	Comments	(i) Details	••• More
🖹 Page: About Us		-		Out	put: HTML 🗸

Scroll to the area where you want to make the edits, and click the arrow next to the section name:



Use the WYSIWYG to edit the content.

Adding a Bulleted List Creating a Jump List How to Use HTags & Tips about Writing for the Web

Creating a New Page

If you need to create a new page, navigate to the folder in which it will live, and click on the arrow to the right of the folder name.

Go to the top toolbar and click the plus icon next to "Add Content"



Select the appropriate template (this is usually the Unit Standard Page or the www Standard Page)

Name the page using all LOWERCASE words and separate words with hyphens.

Quick Tip: Don't name your page with an acronym or abbreviated text that the general user would not understand. This page name appears in the URL.

Each page **must** have these fields completed:

Page Name *	
Must meet the following requirements: Lowercase	only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed
page-name-no-caps	
Placement Folder *	
about-us	
CAS - Biology: /about-us	
Display Name *	
[Gray Banner + Navigation + H1 tag]	
Title	
Summary	
Description *	
nciuae a snort, specific description of the content	on your page for improving search engine result pages (1-2 sentences).

More tutorials can be found:

unomaha.edu/university-communications/web-resources/index.php