Cascade CMS
Basics

Logging in to Cascade

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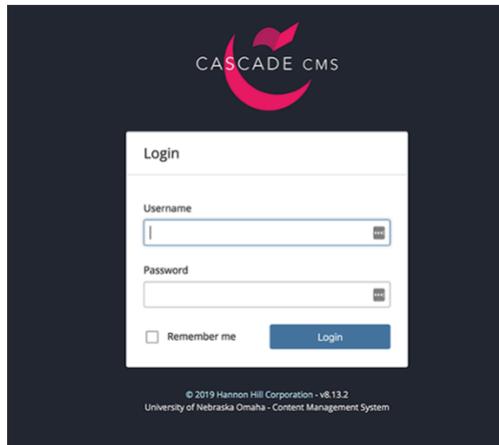
Username: NetID (e.g. jsmith)
Password: Password associated with your email/NetID

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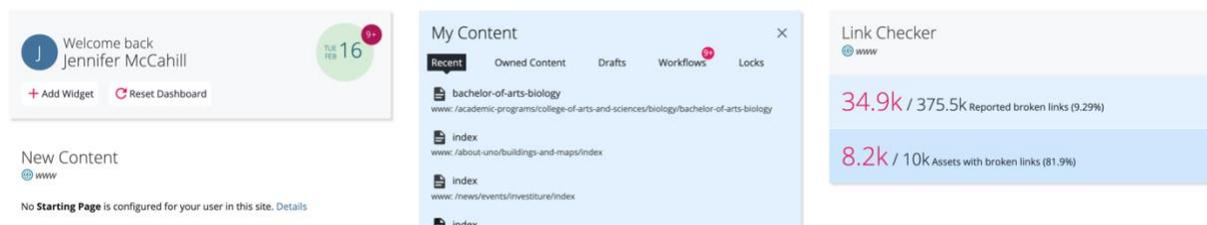
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Your dashboard is comprised of widgets; you can move, add or delete the widgets on your dashboard. This is your space and only you can access it.

My Content
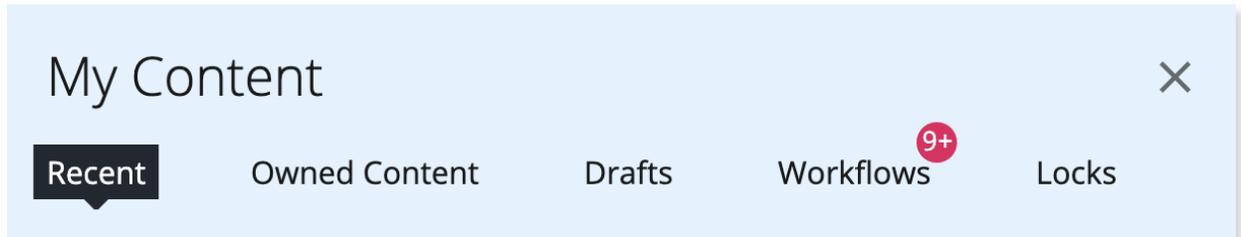
Recent
Lists the pages you have recently edited

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:

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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:
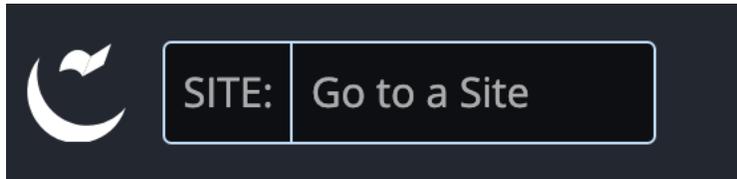
A list of your sites will appear. Click on the name of the site to go to it:
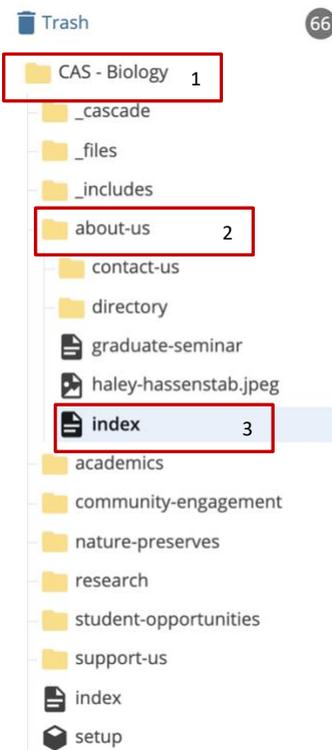
The first folder is your site. The folders under contain the pages for that area. This folder structure creates each page's URL:

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

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

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

Click the page you want to edit:
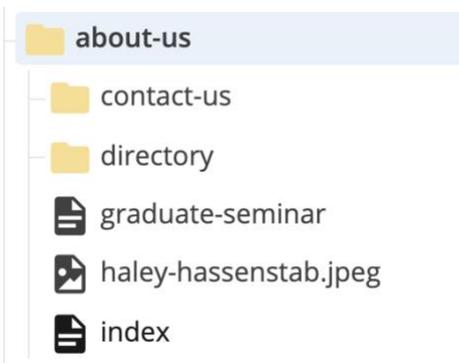
Click Edit in the toolbar

Scroll to the area where you want to make the edits, and click the arrow next to the section name:
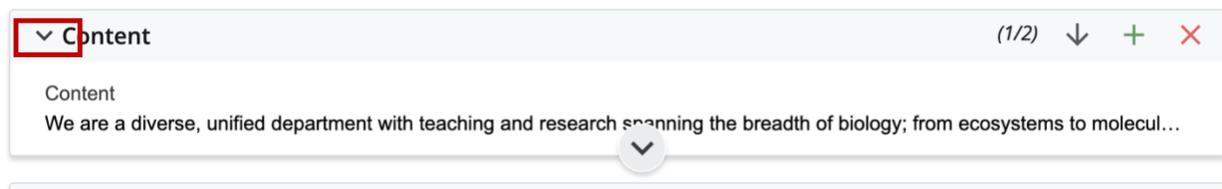
Use the WYSIWYG to edit the content.

[Adding a Bulleted List](#)
[Creating a Jump List](#)
[How to Use HTags & Tips about Writing for the Web](#)

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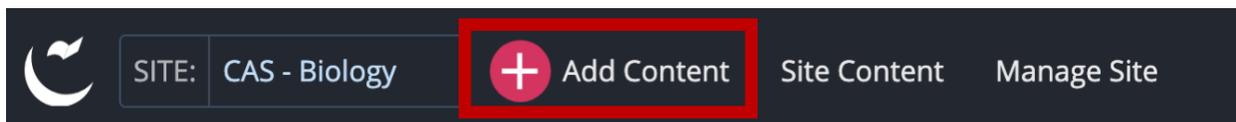
Select the appropriate template (this is usually the Unit Standard Page or the www Standard Page)

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:

More tutorials can be found:
unomaha.edu/university-communications/web-resources/index.php