

# Section Four: Technical Manual

## It's Time to Get Technical

Now that you understand the complete CMS migration process, it's time for you to learn how to use the technology behind the CMS. We've created this technical manual to help you learn how to use the system and have also created cheat sheets for each step of the process.

To access these cheat sheets, the latest version of the CMS User Guide, and lots of other great CMS-related resources, visit the [USF Brand website](#).

This technical manual begins with the basics—how to log in—and goes through the steps you'll need to master in order to use the CMS to build and maintain your website.

Read through the following pages to learn more. And remember—if you get stuck, or need help, email your liaison. If you are a CC, please contact your CM for assistance.

## General Website Information

### Logging In

Initial access is granted by navigating to the page to be edited and clicking on the DirectEdit link. The DirectEdit link is the copyright symbol found in the footer of each web page.



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To access the USF CMS:

1. Click on the DirectEdit link.
2. Sign in to the USF CMS using your NetID.

Users must have been granted editing access to the page to be modified in order to access it. If you log in from a page that you do not have access to edit, then you will receive an error message alerting you that you do not have the appropriate permissions. However, you will still be within the CMS and can navigate to your unit's directory from there.