

# HOW TO UPDATE THE HOMEPAGE ANNOUNCEMENT

## Logging into OmniUpdate OU Campus

1. Open a web browser (e.g. Microsoft Edge, Mozilla Firefox, Google Chrome, Apple Safari) of your choice.
2. Enter the URL [www.fau.edu](http://www.fau.edu) in the address bar.
3. Scroll down to the bottom of the page and click on the copyright symbol © located in the footer.



4. Log into the Central Authentication Service (CAS) for OU Campus.



## LOGIN TO OU CAMPUS

Sign in with your FAUNet ID

[Forgot your password? or Set Up a New Account or Need Help?](#)

## Editing the Homepage Announcement

After logging into OU Campus:

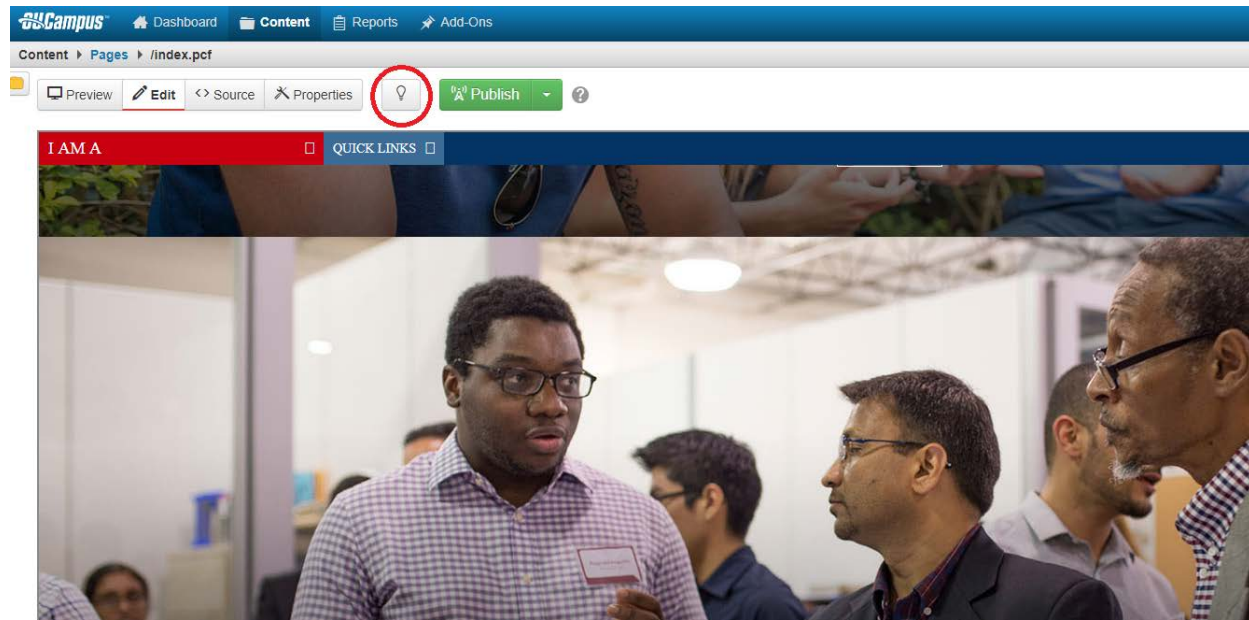
1. Click on the 'Check Out' button (lightbulb) to edit the page.



- a. This will check the page out, making the lightbulb yellow.

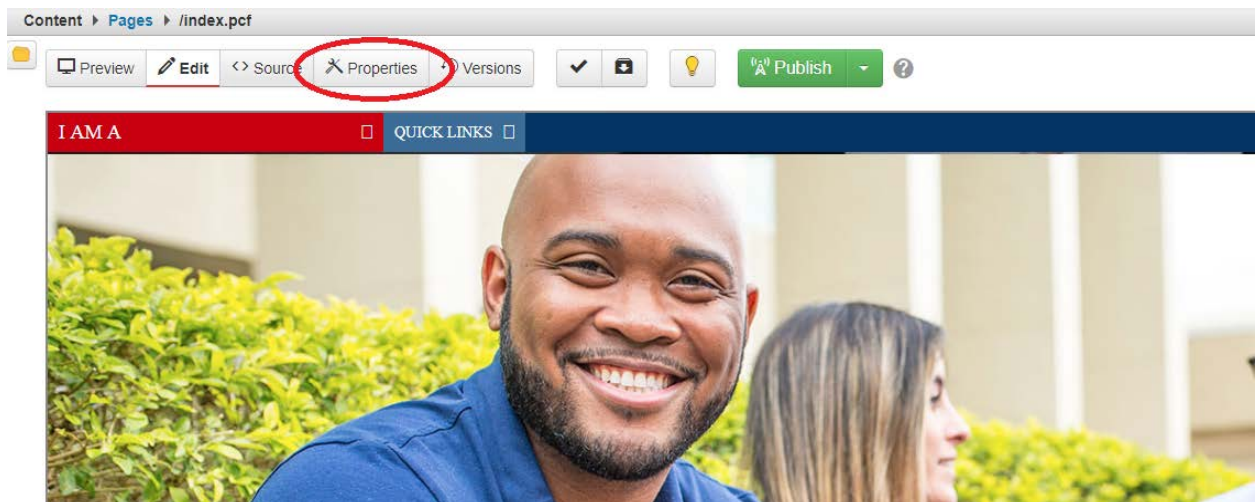


- b. If the lightbulb is already yellow, the page is already checked out and you do not need to click on it.



c.

2. Click on 'Properties' to open the 'Page Parameters'.



3. In the 'Page Parameters', scroll to the 'Announcement' section in 'Custom Settings'.

#### Custom Settings

##### Announcement

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University Announcement  Yes  No

*Do you want to display the University Announcement?*

Announcement Message

*Enter the announcement message here.*

Announcement Link

*Enter a url for the announcement message.*

Announcement Link Type  Message  Read More  No Link

*Select to make entire message a link or add a Read More link.*

4. Change the settings and input the text for the announcement.
  - a. **University Announcement:** 'Yes' to turn it on, 'No' to turn it off.
  - b. **Announcement Message:** Text for the whole announcement.
  - c. **Announcement Link:** Depending on the link type (see below), this is where the announcement will link to. Enter the URL here.
  - d. **Announcement Link Type:** How 'Announcement Link' is linked.
    - i. Message – The whole message is a clickable link.
    - ii. Read More – 'Read More' is added to the end of the announcement.
    - iii. No Link – There is no link - the announcement is just the message.

- When done, click 'Save' at the bottom of the 'Page Parameters'.

Page Settings

Page Heading   
*Add Page Heading*

Breadcrumb Display   
*Turn Breadcrumbs On/Off for this page*

- Review your changes in 'Preview'. You will need to scroll through all of the sliders to see the announcement.
- If everything looks good, click on the 'Publish' button above the 'Preview' window.



8. The publish dialog box will pop up; here, you may perform spell check, link check and

accessibility check. When ready, click on the 'Publish' button in the box.

Publish

**Publish - index.pcf**

Final Check Schedule

Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.

php Run All

Spell Check Language  
English

Spelling Links W3C Valid Accessibility

Version Description 0/256

Cancel Publish

9. After publishing, you should receive a message at the bottom showing that the page was published successfully. You may view it in a new window by clicking on the link.

