NEWS DESK TOP STORY TUTORIAL

1. Go to http://www.fau.edu/newsdesk/.

2. At the very bottom of the webpage, look for the © and click on it.

3. On the next page when prompted, use your FAUNet ID to log in (Note: Only those with appropriate access will be granted permission to edit the News Desk site.)

LOGIN TO OU CAMPUS

Sign in with your FAUNet ID

> FAUNet ID

> Password   🔑˅

> LOGIN   Forgot your password? or
>   Set Up a New Account or
>   Need Help?

☐ Don't Remember Login

4. After logging in, click on **MULTIEDIT** in the top right corner of the site.

Omni CMS™

< Back to Pages   /newsdesk/index.pcf

📄 index.pcf

🖥 Preview   ✏ **Edit**   MULTIEDIT   💡   "A" PUBLISH ▾   ↗   ⋯

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QUICK LINKS ˅   Q ≡

HOME / NEWS DESK

5. Once you're in the MultiEdit Content section, you can access/update the three different slides for top story section on News Desk home page

6. For each slide you will need to provide:
   a. Image
      i. Right click on story image and open image in new tab
      ii. Use the link from new tab and paste into this section
   b. Image Description (for ADA compliance)
   c. Title
      i. Paste story title
   d. Excerpt
      i. Paste first sentence/paragraph of story
   e. Link
      i. Paste site link for story

7. Once updated, click **SAVE** then **PUBLISH** in top right corner of the site