HOW TO UPDATE ADVISORY PAGE

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/advisory 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.

Editing the Advisory Page
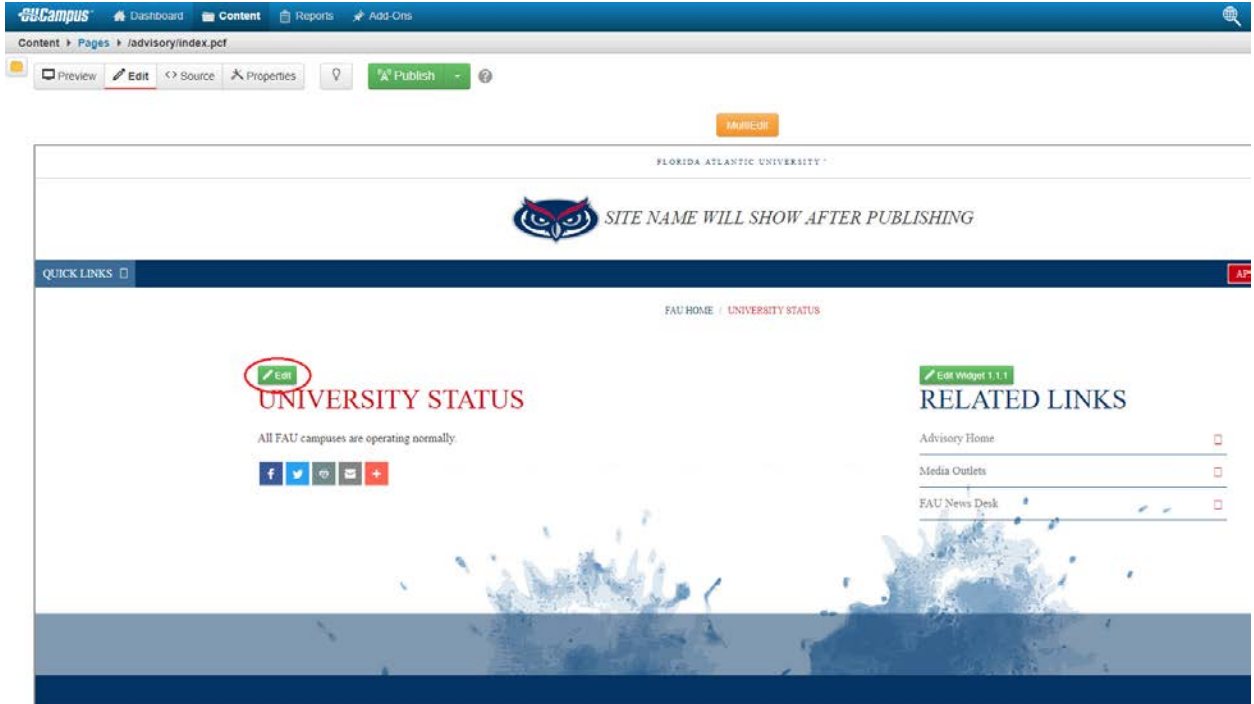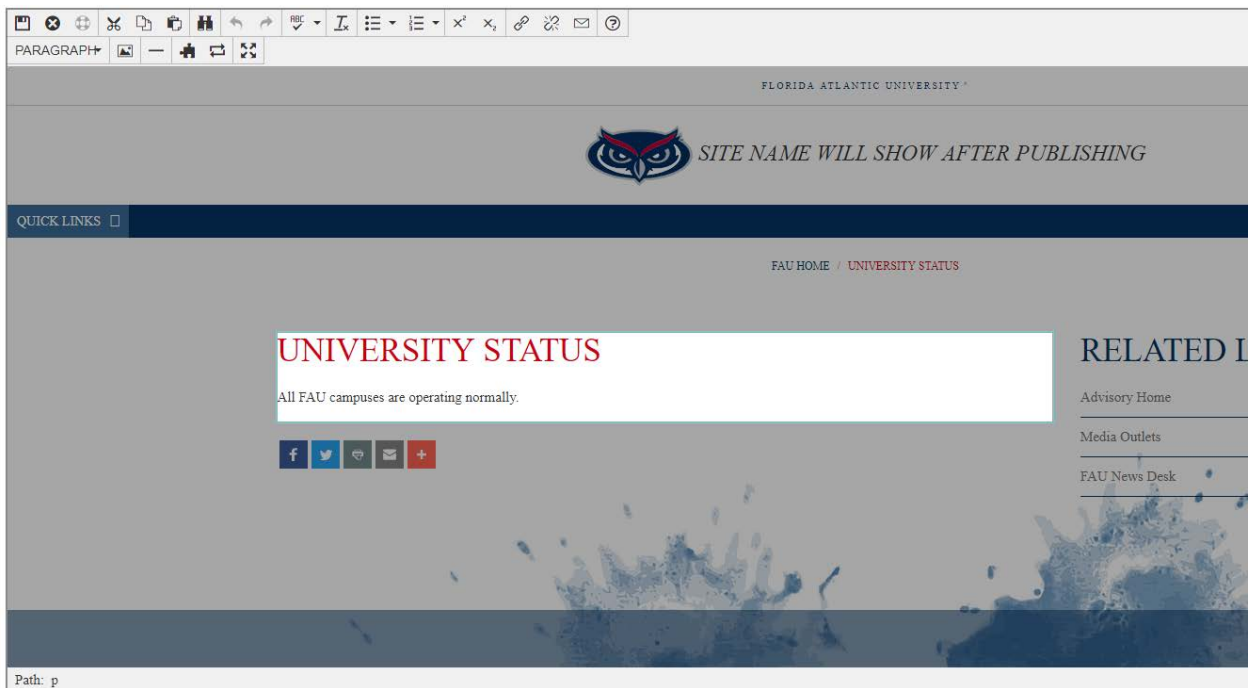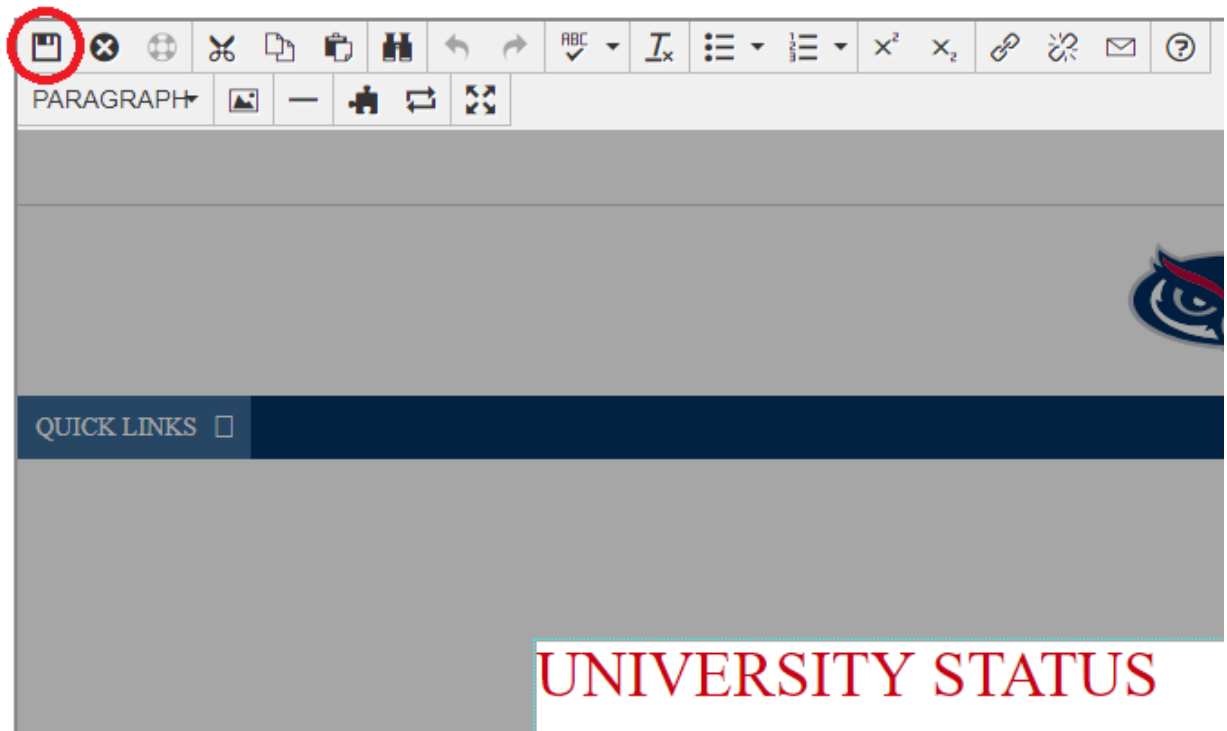
After logging into OU Campus:

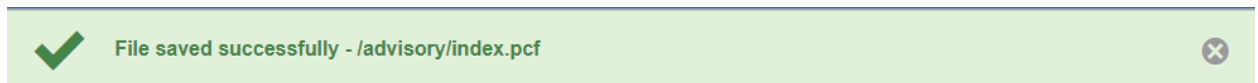1. Click on the green 'Edit' button to edit the page.

2. Type or paste your page edits, and style using the tool bar.

3. When your edits are done, click on 'Save and Exit' 💾 in the tool bar.

4. After saving, you should receive a message at the bottom showing that the save was successful.

File saved successfully - /advisory/index.pcf

5. Review your changes in the preview.

6. If everything looks good, click on the 'Publish' button above the preview window.
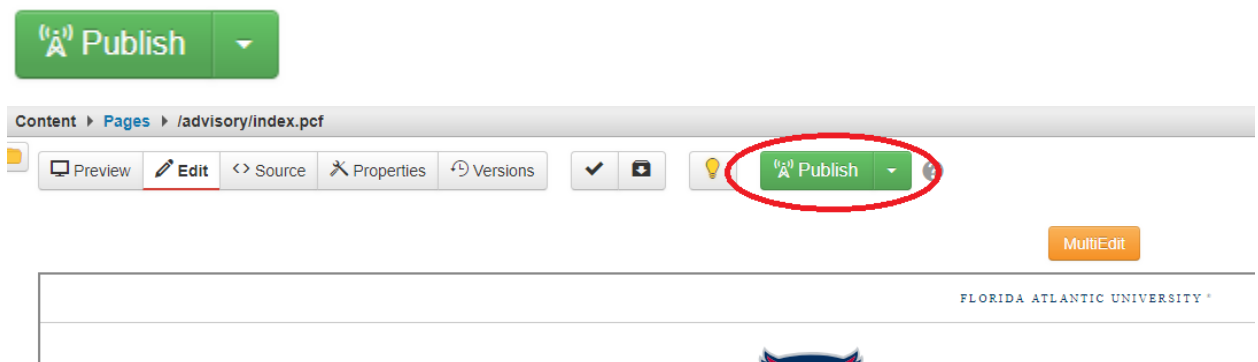
7. The publish dialog box will pop up; here, you may perform spell check, link check and

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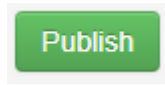
Publish - index.pcf

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 ▾

ABC ✔ Spelling

🔗 Links

🌐 W3C Valid

🧍 Accessibility

Version Description

0/256

Cancel   Publish

8. 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.

✔ **This page has been published successfully and is now live on the web.**
View in new window