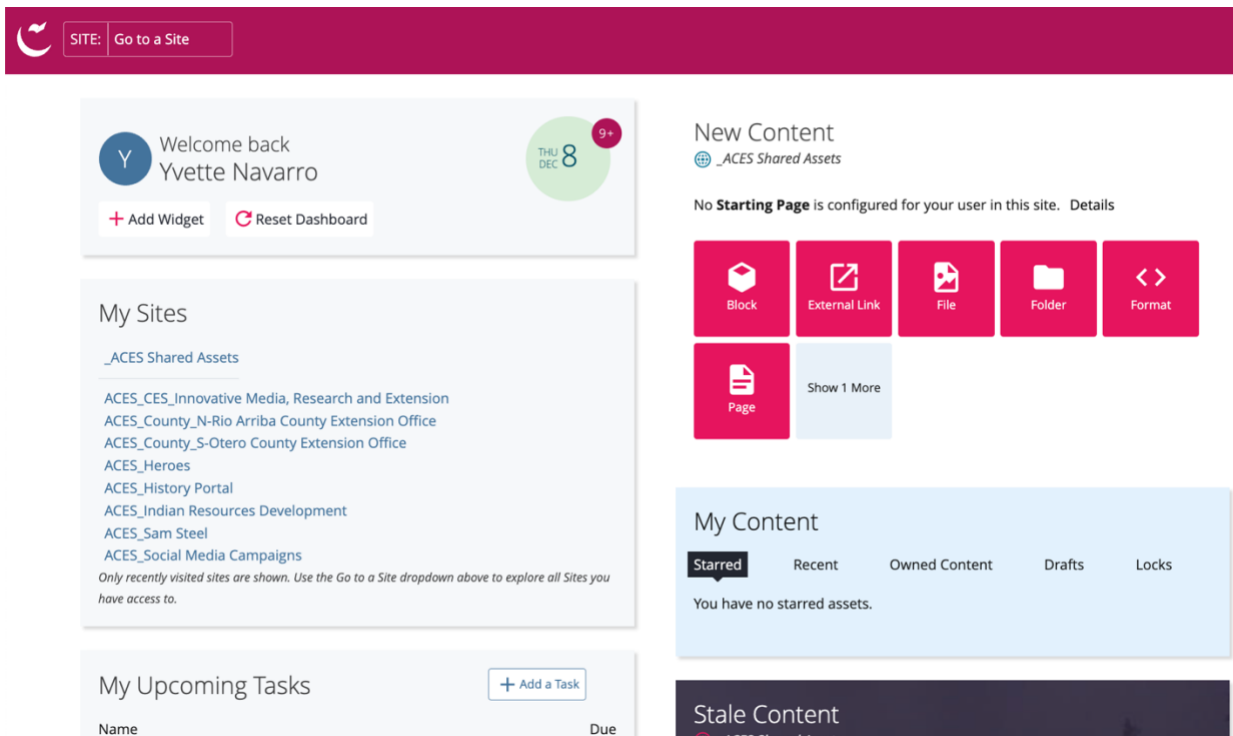


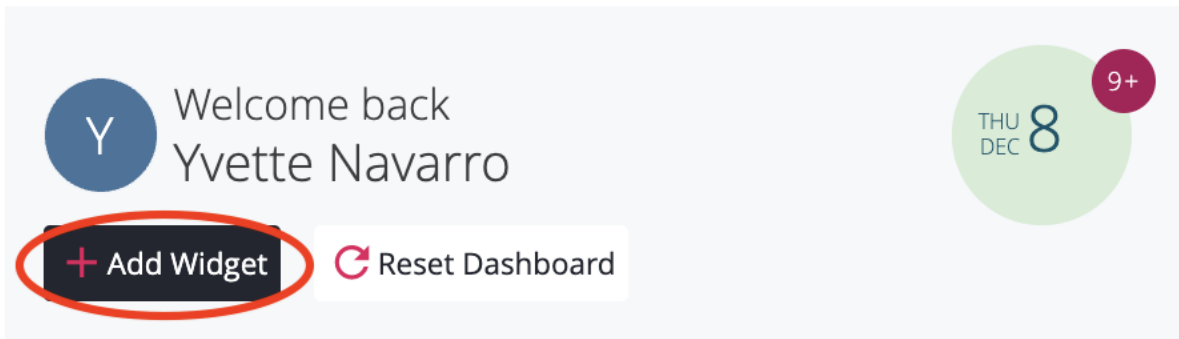
Accessing Different Sites in Cascade CMS

1. Go to cascade at cascade.nmsu.edu with VPN launched
2. Login to Cascade using your Banner username and Password. This should bring you to your Dashboard. It should look like the screenshot below:



Please contact Yvette Navarro at ynavarro@nmsu.edu or (575) 646-3497 for any additional questions.

3. You should see a greeting widget on the top left of your dashboard. Click on the “Add Widget” button.



4. This will bring up a pop-up screen with a list of different widgets. To have your site displayed, click on the add button on the “My Sites” option.

Please contact Yvette Navarro at ynavarro@nmsu.edu or (575) 646-3497 for any additional questions.



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Add Dashboard Widget

Close

Analytics: Pageviews An overview of total number of pages viewed on your website. Note: repeated views of a single page are counted.	+
Analytics: Unique Visitors An overview of unique visitors to your website over the course of a specified time period.	+
Link Checker Summary of the Link Checker report	+
My Content An overview of the My Content area.	+
My Sites A list of your recent sites and default site.	+
My Upcoming Tasks A list of upcoming tasks currently assigned to you.	+
New Content Convenient shortcuts to new content wizards and a configurable starting page.	+
Notifications A list of unread notifications.	+
Stale Content An overview of assets that have not been modified recently.	+
Content to Review An overview of assets needing review.	+
My Workflows An overview of active workflows that are waiting for your action and ones that are started by you.	+

Add: My Sites

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- The new widget will appear on your dashboard. If you want to move that widget, you can do so by clicking on the left side of the widget and dragging the widget to its desired position.

The screenshot displays a user dashboard for Yvette Navarro. At the top left, a welcome message says "Welcome back Yvette Navarro" with a profile icon and a calendar icon showing "THU DEC 8" with a "9+" notification. Below this are "Add Widget" and "Reset Dashboard" buttons. A red arrow points to the "My Sites" widget, which is a list of sites under the heading "_ACES Shared Assets". The sites listed include: ACES_CES_Innovative Media, Research and Extension; ACES_County_N-Rio Arriba County Extension Office; ACES_County_S-Otero County Extension Office; ACES_Heroes; ACES_History Portal; ACES_Indian Resources Development; ACES_Sam Steel; and ACES_Social Media Campaigns. A note below the list states: "Only recently visited sites are shown. Use the Go to a Site dropdown above to explore all Sites you have access to." To the right of the "My Sites" widget is a "New Content" widget, also under "_ACES Shared Assets". It shows "No Starting Page" is configured for the user. Below this are buttons for "Block", "External Link", "File", "Folder", "Format", and "Page", along with a "Show 1 More" button. Below the "New Content" widget is a "My Content" widget with tabs for "Starred", "Recent", "Owned Content", "Drafts", and "Locks". It displays "You have no starred assets." At the bottom right is a "Stale Content" widget, also under "_ACES Shared Assets", showing a large red circle with the number "209" and the word "TOTAL" below it.

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Welcome back
 Yvette Navarro

9+

+ Add Widget
Reset Dashboard

My Sites

_ACES Shared Assets

- ACES_CES_Innovative Media, Research and Extension
- ACES_County_N-Rio Arriba County Extension Office
- ACES_County_S-Otero County Extension Office
- ACES_Heroes
- ACES_History Portal
- ACES_Indian Resources Development
- ACES_Sam Steel
- ACES_Social Media Campaigns

Only recently visited sites are shown. Use the Go to a Site dropdown above to explore all Sites you have access to.

My Upcoming Tasks

+ Add a Task

Name	Due
You have no tasks.	

Drag your widget here

My Sites ×

_ACES Shared Assets

- ACES_CES_Innovative Media, Research and Extension
- ACES_County_N-Rio Arriba County Extension Office
- ACES_County_S-Otero County Extension Office
- ACES_Heroes
- ACES_History Portal
- ACES_Indian Resources Development
- ACES_Sam Steel
- ACES_Social Media Campaigns

Only recently visited sites are shown. Use the Go to a Site dropdown above to explore all Sites you have access to.

Block

External Link

File

Folder

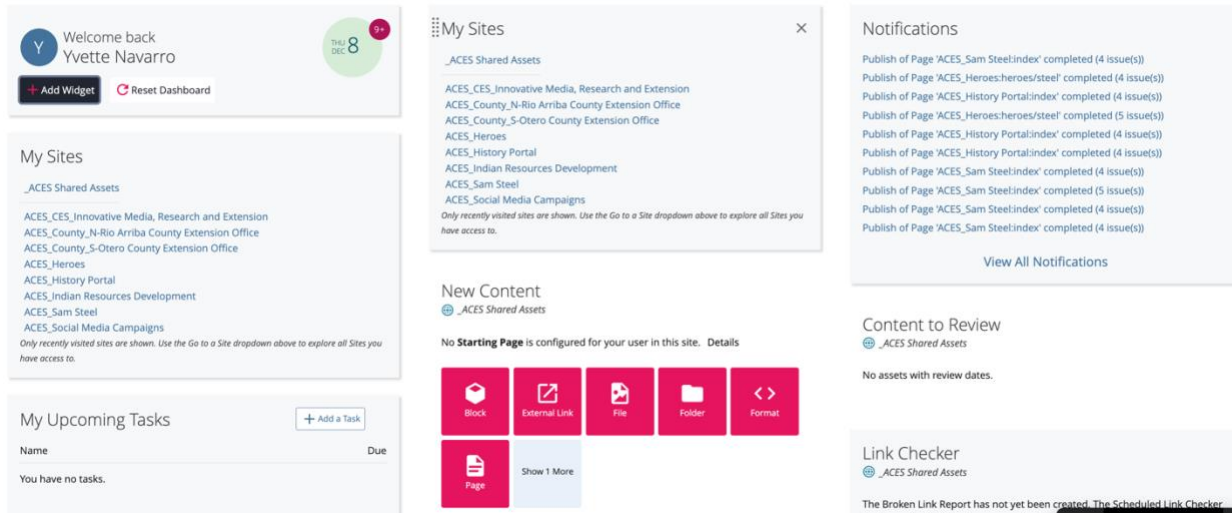
Format

Page

Show 1 More

Please contact Yvette Navarro at ynavarro@nmsu.edu or (575) 646-3497 for any additional questions.

6. Now, whenever you login to Cascade, your dashboard should display the proper widget.



7. You can also delete widgets by clicking on the “Remove” button on the top right of the widget

