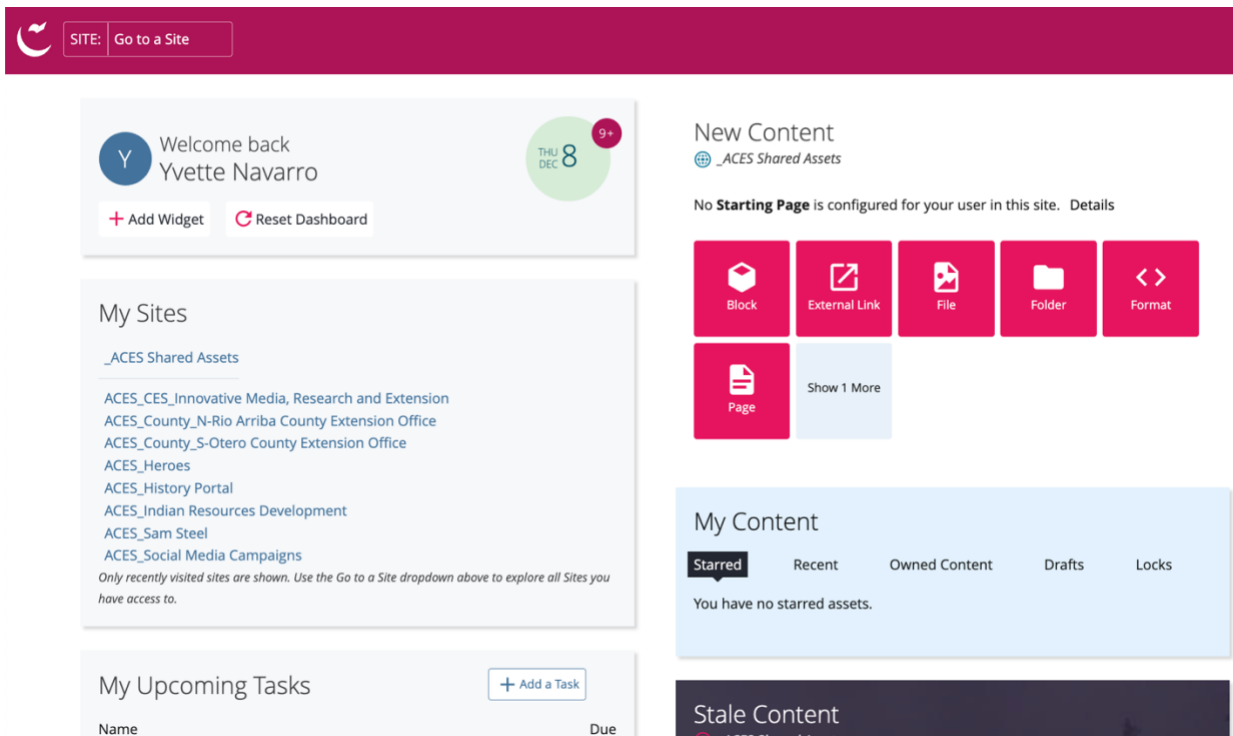


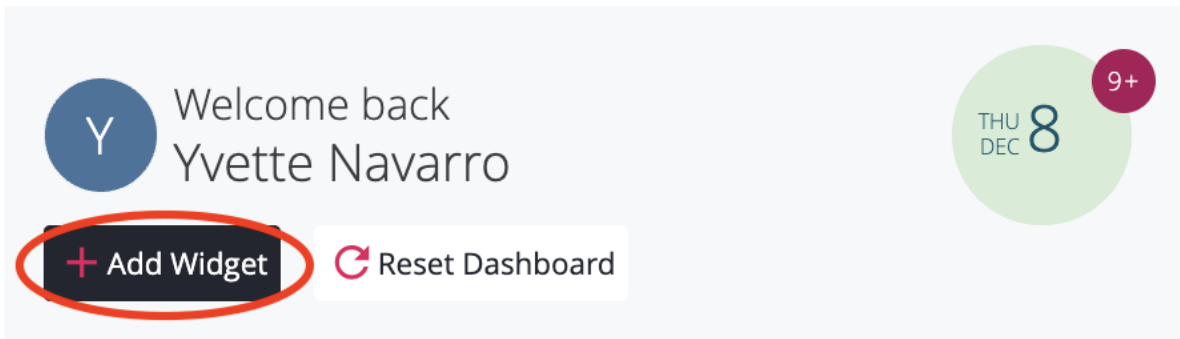
Accessing Different Sites in Cascade CMS

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 Laura Ramirez at lramirez@nmsu.edu or (575) 646-5938 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 Laura Ramirez at lramirez@nmsu.edu or (575) 646-5938 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.

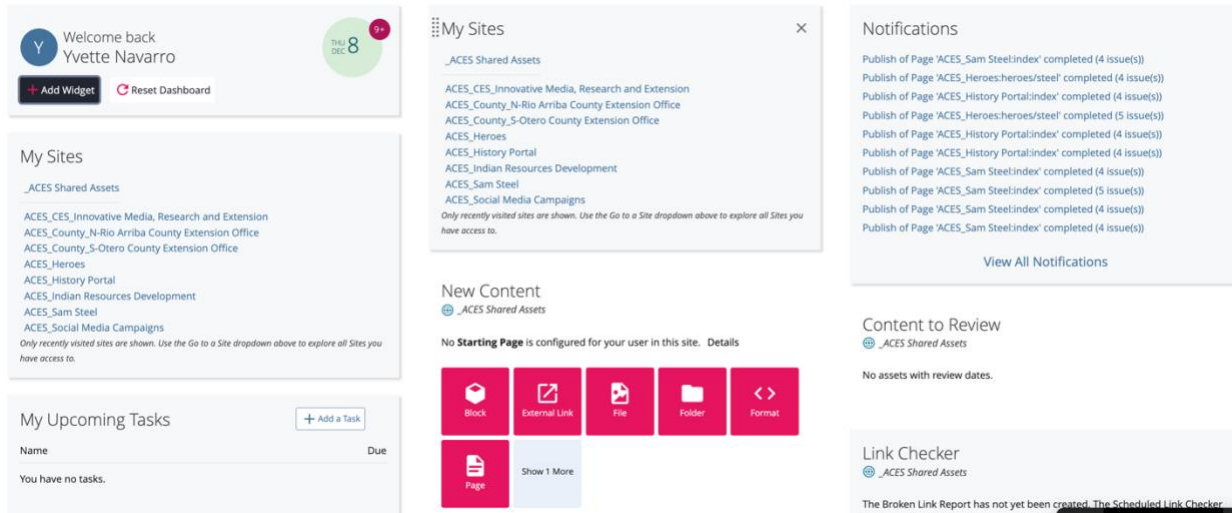
The screenshot displays a user dashboard for Yvette Navarro. At the top left, there is a welcome message and a date indicator for Thursday, December 8th with 9+ notifications. Below this are buttons for 'Add Widget' and 'Reset Dashboard'. A red arrow points to the left side of the 'My Sites' widget, which lists various ACES shared assets. To the right, the 'New Content' section shows options for Block, External Link, File, Folder, and Format, along with a 'Page' button and a 'Show 1 More' link. Below that, the 'My Content' section has tabs for Starred, Recent, Owned Content, Drafts, and Locks, with a message stating 'You have no starred assets.' At the bottom right, the 'Stale Content' section shows a large red circle with the number '209' and the word 'TOTAL' below it.

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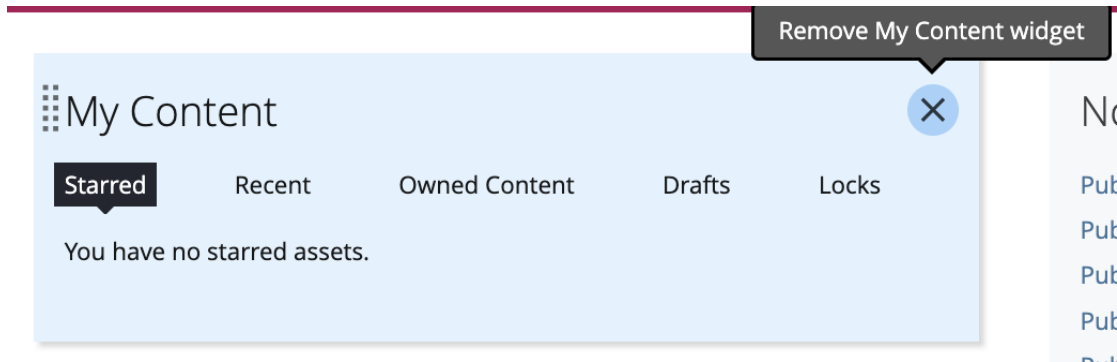
The dashboard features a top navigation bar with a user profile for Yvette Navarro, a date indicator for Thursday, December 8th, and buttons for '+ Add Widget' and 'Reset Dashboard'. Below this is a 'My Sites' section listing various extension offices and portals. A 'My Upcoming Tasks' section is currently empty. A floating 'My Sites' menu is open, showing a list of sites and a set of icons for content management: Block, External Link, File, Folder, Format, Page, and Show 1 More.

Please contact Laura Ramirez at lramirez@nmsu.edu or (575) 646-5938 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



Please contact Laura Ramirez at lramirez@nmsu.edu or (575) 646-5938 for any additional questions.