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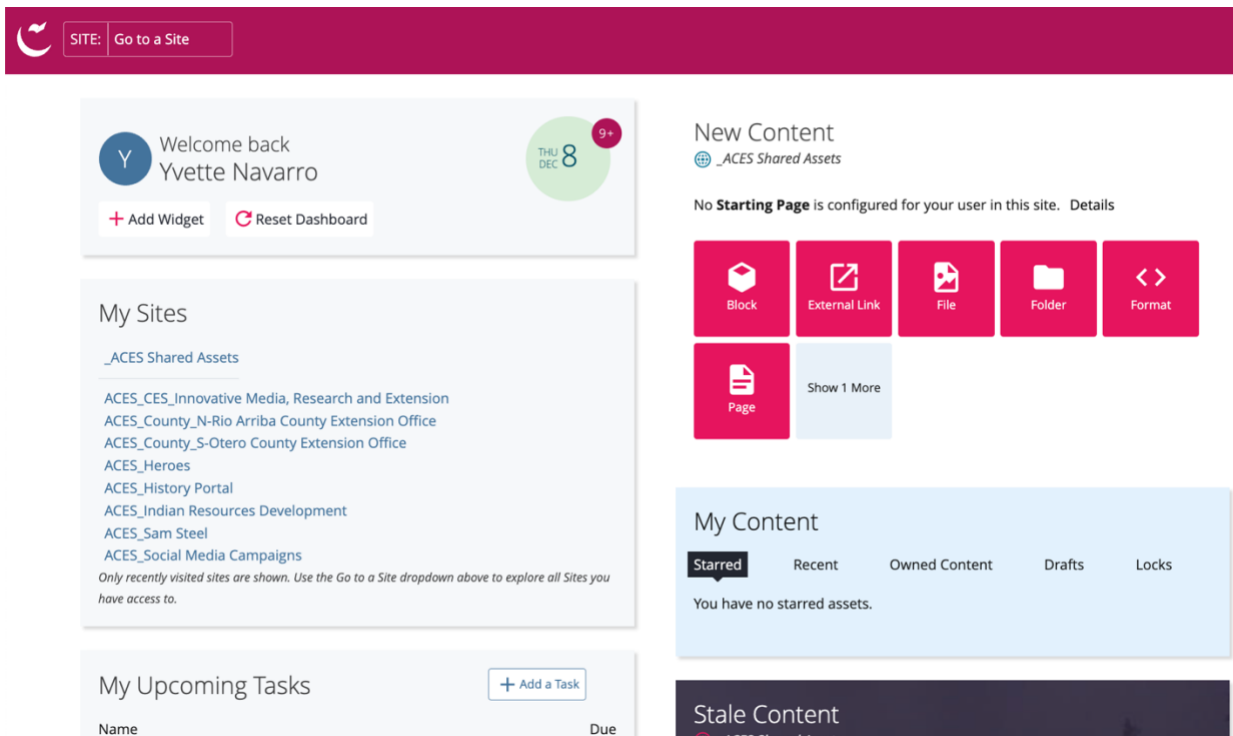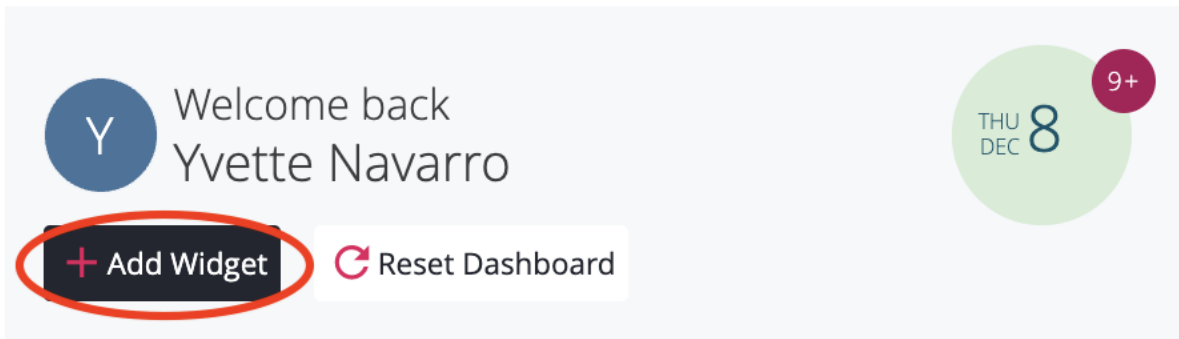Innovative Media, Research and Extension - Web Support

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:

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.

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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.   Add: My Sites   ⊕

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.   ⊕

5. 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.

Welcome back
Yvette Navarro

THU DEC **8** 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
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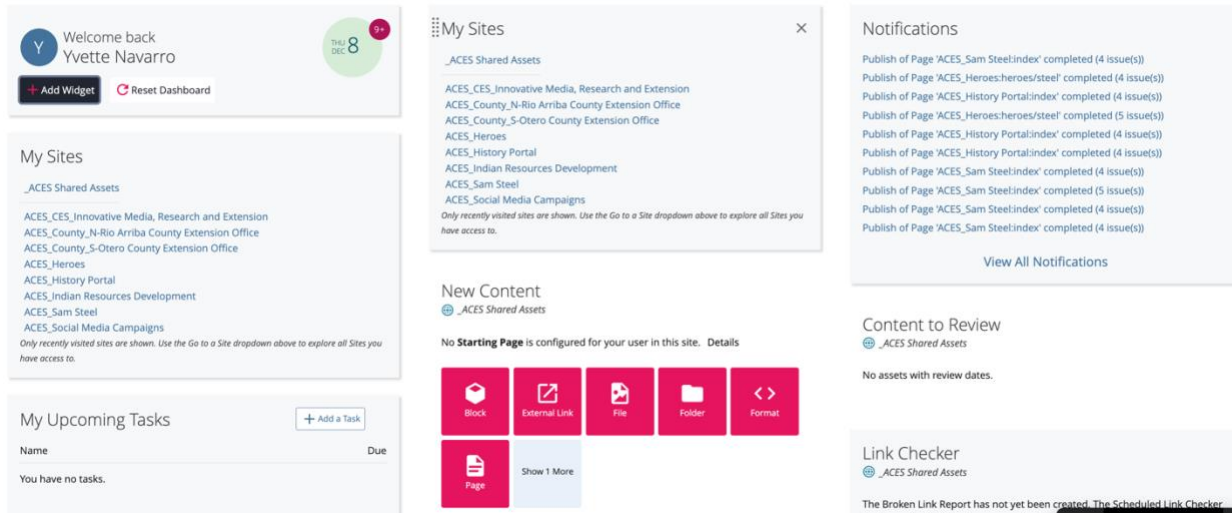
New Content

Block	External Link	File	Folder	Format
Page	Show 1 More			

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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