



**Technology  
Resource Center**  
OFFICE OF INFORMATION TECHNOLOGY

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# Web Content Management System *Portlet Management Guide*

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*Revision 2.0*

## Prerequisite: WCMS Essentials

Completion of WCMS Essentials is required before gaining access to make updates to UCONNECT content.

All topics and techniques presented in WCMS Essentials are applicable to UCONNECT content, and are not repeated in this guide.

**Instances where WCMS Essentials techniques require additional steps or procedures will be noted.**

## Getting Started – Logging Into WCMS

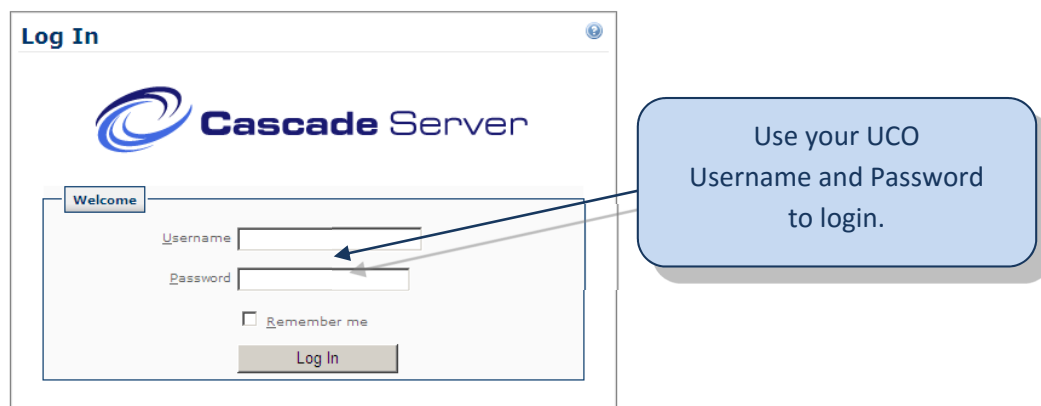
The University of Central Oklahoma’s Web Content Management System (WCMS) allows for the organization and management of website content across the organization.

To start using the system, you must first log in by visiting:

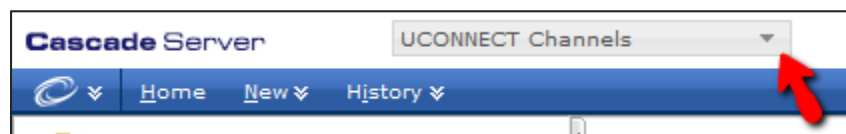
<http://wcms.uco.local/>

<http://wcms.uco.edu/>

**Note:** WCMS is not available off campus. You must be connected to the UCO network in order to access WCMS.

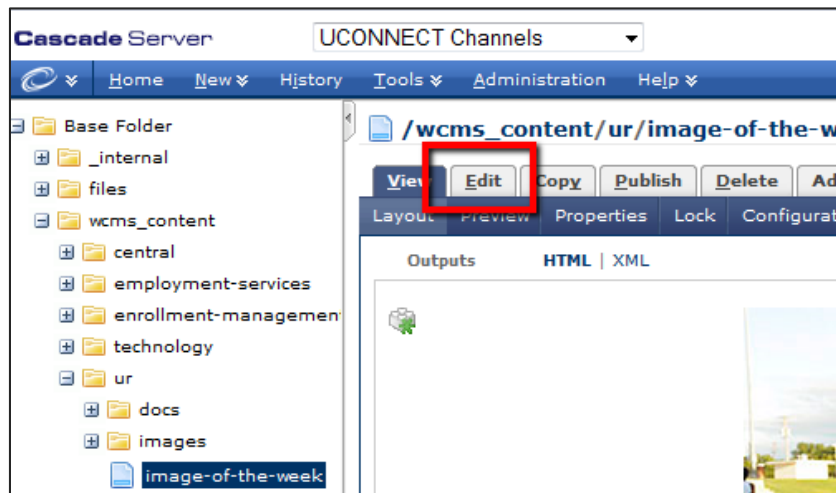


Once logged in, locate and select **UCONNECT Channels** from the Sites dropdown menu.

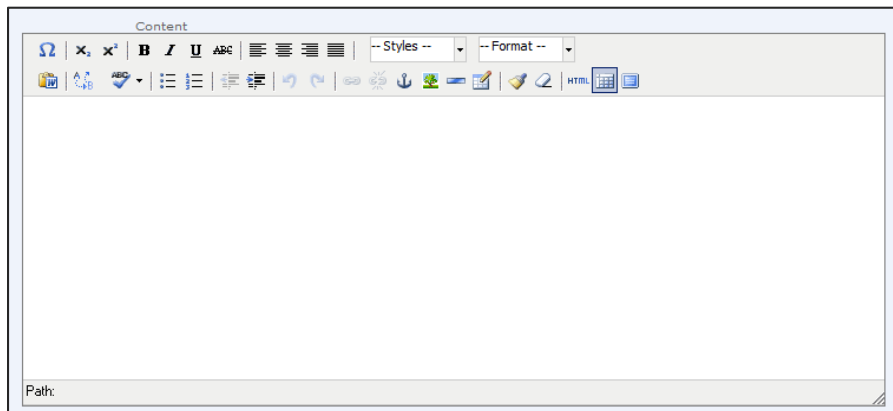


## Content Editor

Once the Portlet has been selected, click on the **Edit** tab and add content via the Content Editor.



As detailed in WCMS Essentials, the **Content Editor** is where you will do most of your content creation.



## Avoid Use of 3<sup>rd</sup> Party Content

To pursue the strongest security for UCONNECT content it is best practice to avoid and eliminate mixed content warnings.

Such warnings and alerts occur appear in web browsers when a secure UCO web page displays content from a non-UCO.edu website.

### Content

To avoid content alerts, use of 3<sup>rd</sup> party content (Twitter feeds, YouTube, Facebook widgets) is discouraged.

### Images

Only images residing in, or uploaded to WCMS should be used when creating portlet content.

## Publishing a Portlet

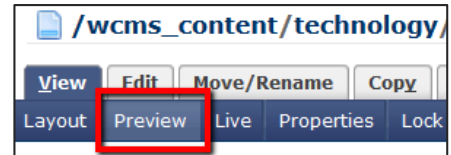
It is important to review and check all content **before** publishing. **Portlet content is published live and will be visible in UCONNECT immediately.** There is no preview server for UCONNECT content – items go live when published. You will be responsible for publishing your own UCONNECT content.

### Preview Tab

Review all content before publishing by selecting the **Preview** button.

### Publish Tab

Once the content has been previewed and validated, it may be published to UCONNECT.

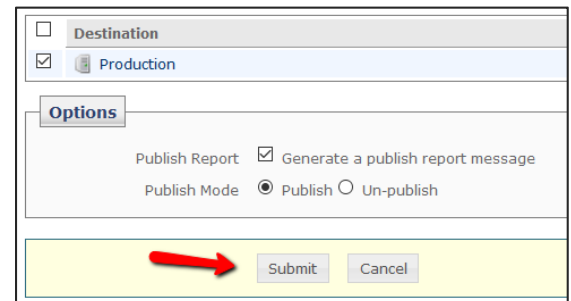


1. Select the asset to publish.
2. Locate and select the **Publish** tab.



3. Select **Submit** to publish the portlet.
4. Your portlet content will now be visible in UCONNECT.

**Note:** The default publishing destination is **Production** – this is the live instance of UCONNECT.



## Contact Us:

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