

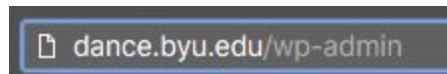
WordPress Intro

Receiving your WordPress username/password

The first step in the process is to create a user account for you on the site you have permission to edit. Submit a web request on the CFAC Portal and include your name, your BYU net ID, and your email address. An External Relations web developer will create your user account and inform you when they have completed it. You will receive an email from WordPress with instructions to complete your account.

Logging in to WordPress

Once you have your WordPress username and password, you will need to navigate to the WordPress login page. To do so, in the browser search bar type the url of the website you will be editing with **/wp-admin** at the end.



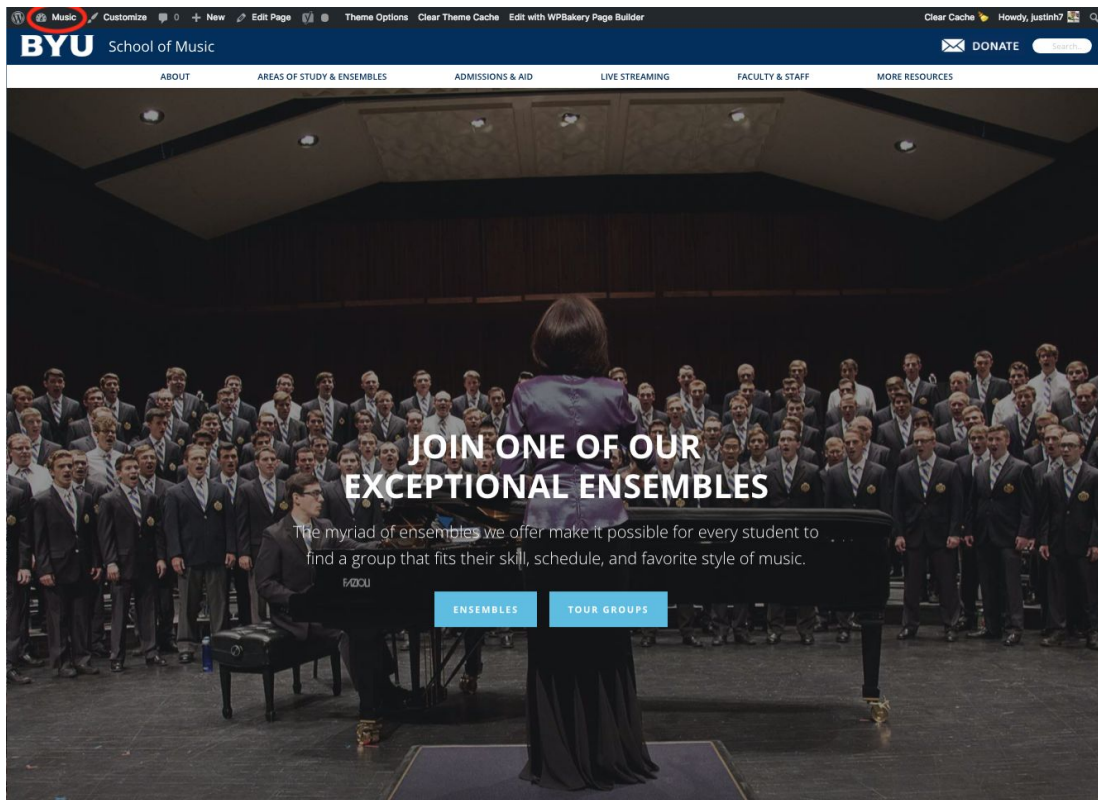
Doing so will bring up the WordPress login page. Type in your username and password, and you will be directed to the WordPress dashboard, which should look like this:

A screenshot of the WordPress dashboard. The top navigation bar includes links for Dashboard, Home, Updates, Jupiter, Posts, Media, Links, Forms, Pages, Comments, News Tickers, Appearance, Plugins, Users, Tools, WPBakery Page Builder, Settings, SEO, Clients, Animated Columns, Edge Slider, Employees, Faqs, News, Portfolios, Pricing Table, Tab Sliders, Testimonials, Photo Albums, LayerSlider WP, Slider Revolution, Wordfence, and WP-Optimize. The main content area is titled "Dashboard" and includes a "Welcome to WordPress!" message, "Get Started" links, "Next Steps", "More Actions", "At a Glance" statistics, "Activity" feed, "Quick Draft" box, "Wordfence activity in the past week", "Top 5 IPs Blocked" table, and "Top 5 Countries Blocked" table.

IP	Country	Block Count
59.63.207.88	CN	3
42.189.212.58	MY	2

Country	Total IPs Blocked	Block Count
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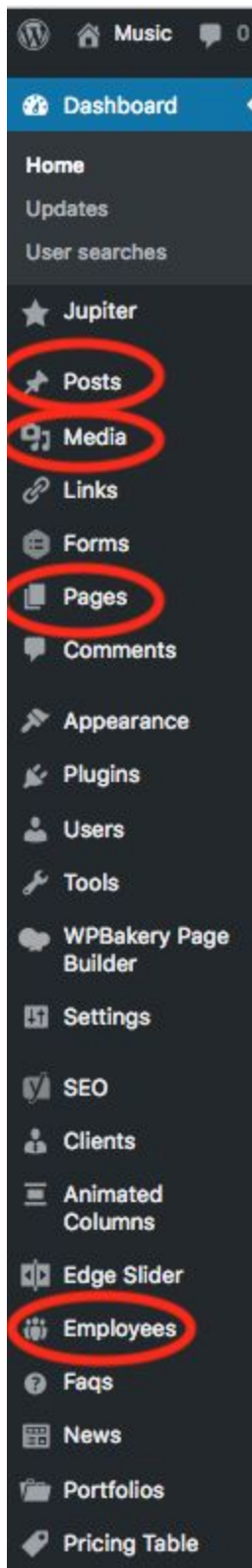
The music.byu.edu site is a little different. When you log in to music.byu.edu/wp-admin, the page does not automatically direct you to the dashboard. It will look like nothing happened, but after you login, you must go back to music.byu.edu. You will see a black bar at the top of the page. Click on the word “Music” on that black bar.



Navigating the WordPress dashboard

The dashboard will feature a lot of general information about your website as well as some news from the WordPress community. It is not too important for you to understand everything on this page.

On the left column, you will see a list of icons. The icons that are listed will vary depending on the website, however the ones circled below are on every website. Most of the time you will only need to navigate the posts, media, pages and employees icons:



Posts:

This is the home for all news articles/posts on the website. Here you can edit, delete, or create news posts. (note: most websites do not use the “News” icon)

Media:

This is where all images are stored. Previously, we also stored videos, audios, and PDFs here, but these should now be stored on box.com. All students and employees now have access to unlimited storage on box.com. For access to your account, go to <http://box.byu.edu/> and log in with your BYU login. For more information on how to use box.com to store website files, select one of the following workflows:

[How to link audio through BOX account](#)

[How to link PDFs through BOX account](#)

[How to link videos through Youtube](#)

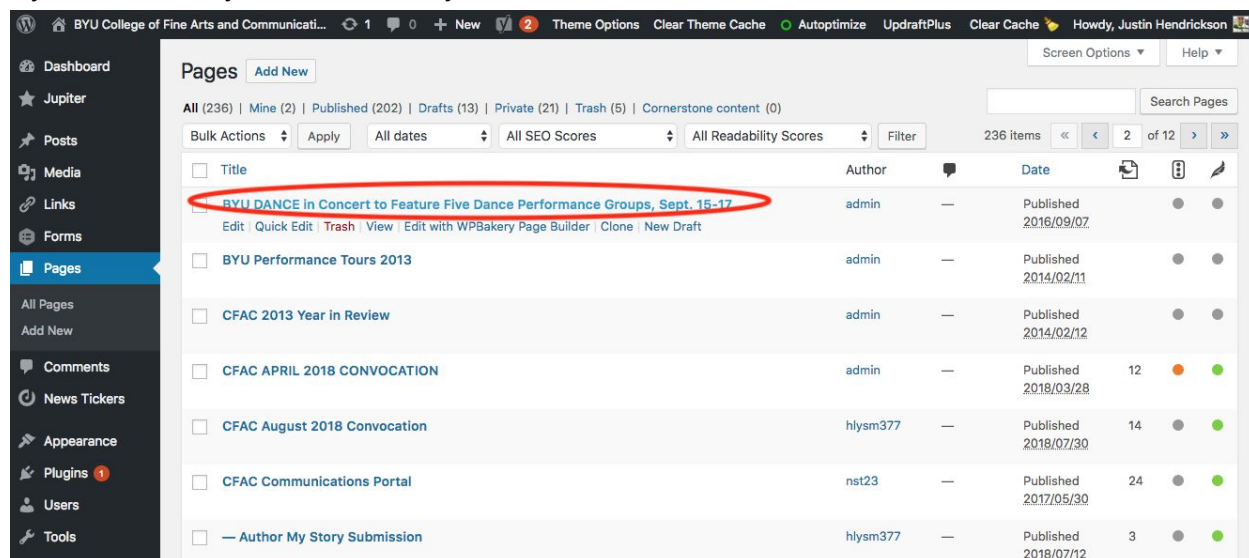
Pages:

All web pages are located in this folder. Here - like posts - you can edit, delete, or create pages. All of our websites use WPBakery as the page builder (training located [here](#)). WPBakery is very easy for anyone who has no programming or web development experience.

Employees:

All employee profiles will be stored here. There are pages that are already set up that automatically populate these profiles. If you want to edit, remove, or create employee information that is on the website, go to this folder.

If you click on any of these icons, you will be directed to a list of all items in that section.

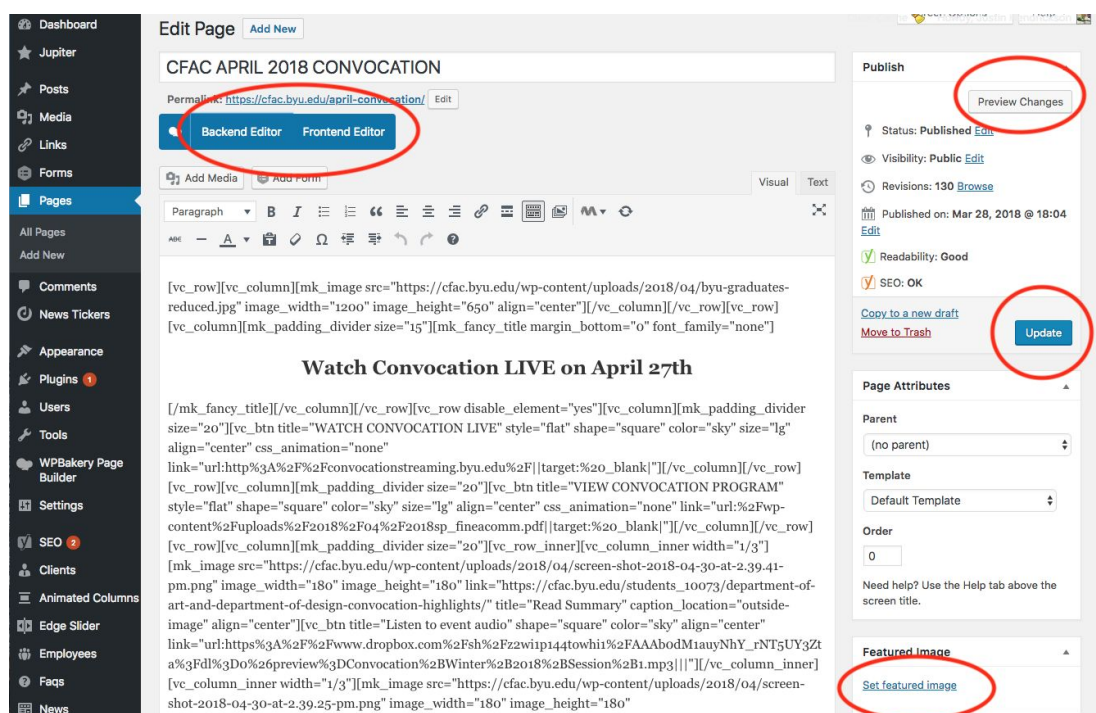


If you hover over a specific item (page/post/employee/image) you will see a list of actions appear. To edit the item, click on its name. To create a new item, click on “Add New” at the top of the page. To search for a specific item, use the search bar at the top right.

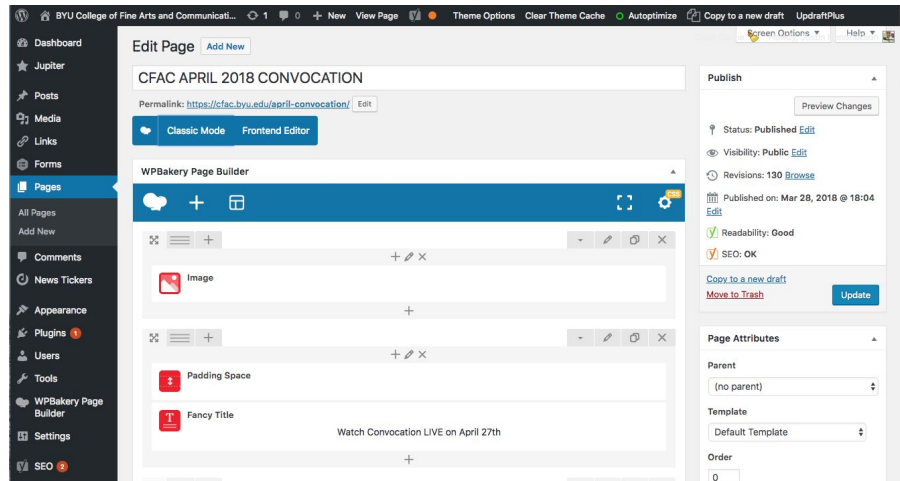
WPBakery Page Builder (Pages and Posts)

For a more intensive training, see [WPBakery Training](#).

When you choose to edit a page or post, a page like this will appear.



Sometimes the text editor section looks weird like this example above (filled with a bunch of code). If that is the case, click on “Backend Editor” above. Once you do that, the page will look more like this:



To learn how to edit, create, and remove elements, see our [WPBakery Training](#)

After you have made any edits to the page/post, you can view them without making them live by clicking on “Preview Changes.” This will show the page exactly as it will appear once it is live. You can then go back to the editor and make any other changes as you wish without risking the chance that the public will see your changes.

Once you are done editing, you can select one of these three options:

“*Update*” - if the page was already live before you edited it

“*Publish*” - if it wasn’t live but you would like it to be

“*Save Draft*” - if the page shouldn’t be live but you want to save the changes you made.