mojoPortal User Manual for AP-IT Supported Websites at the University of Florida

Introduction
MojoPortal is a Content Management System (CMS) that the Office of the Associate Provost for Information Technology (AP-IT) at the University of Florida uses to house and maintain websites. A CMS is a software system that provides website authoring and administration tools designed to allow users with little knowledge of web programming languages to create and manage a site’s content with relative ease.

The purpose of this manual is to provide an overview of the basic functionality of mojoPortal. A complete documentation is available at the mojoPortal website: http://www.mojoportal.com/administration.aspx

Training videos are also available: http://www.mojoportal.com/trainingvideos.aspx

Additional help can be found by contacting Beth Hathaway at AP-IT, Web and Data Services.

Quick Start Guide
- Login to mojoPortal: www.mysite.ufl.edu/Secure/Login.aspx
- Create a Page:
  - Click “New Page” on grey Admin Panel
  - Fill in Information and click “Create New Page”
- Add Content:
  - Click “Add/Remove Features on this Page”
  - Select Feature type (Html Content) and click “Create Content”
  - Click “View This Page”
  - Click “Edit” next to Content Title
  - Type content into WYSIWYG
  - Click “Update”
- Organize Content:
  - Click “Page List” (on grey Admin Panel)
  - OR click “Administration” (on grey Admin Panel) and then “Add/Edit Pages”
  - Click the page you wish to move and then click the up/down arrows to move the page in the site hierarchy (which will then relocate the page in the site navigation/menu)