

Creating a WordPress Site

Accessing UMassD WordPress

Step 1: Visit www.umassd.edu and click the [MyUMassD portal](#) link to login using your UMass Dartmouth username and password.

Step 2: Hover over the **Quicklaunch** menu and scroll down to **Campus Tools**.

Step 3: Click, **WordPress**. This will bring you to our UMass Dartmouth's WordPress Hosting Service entry page.

Creating and Modifying Your WordPress Site

Step 1: Read through the **About WordPress at UMassD** and **Things to Know** sections. There is important information in these sections that will help ensure an easy and successful site setup process.

Step 2: Navigate to **Create a Site**. This section is listed on the primary menu of the UMass Dartmouth WordPress site. Be sure to read through the information that is available here prior to starting to create your site.

Step 3: Click, **Click Here To Create a Site!**

Step 4: Name your site:

(Please use the naming conventions explained in <http://blogs.umassd.edu/things-to-know/>)

- Site Domain: _____
- Site Title: _____

Step 5: Privacy – Select, **Yes** or **No**.

Step 6: Click, **Create Site**.

Step 7: Click your site's title to preview your site and access the administrator **Dashboard** for your site.

Customize

WordPress offers several means of personalizing your site and tailoring its features to meet your needs. Utilizing the Customization menu is the best place to start.

Step 1: From the **Dashboard**, click **Appearance>Customize** to begin modifying your site's:

- Theme
- Site Identity/Logo

- Colors
- Header Image (for select themes only)
- Background Image
- Menus
- Widgets
- Static Front Page

Theme

To select a particular theme or view and choose a variety of themes available:

1. Visit the **Dashboard**, click **Appearance>Themes**.
2. Search for a particular theme's title or scroll through a variety of themes that are available.
3. Click **Live Preview** of a theme's thumbnail to preview a theme.
4. To accept the theme you are previewing, simply click **Save & Activate**.
5. To continue searching for other themes, click **Change** or click the **X** in the upper left hand corner of the **Live Preview** screen.

New Page

To add pages to your site:

1. Visit the **Dashboard**, click **Pages**.
2. Click **Add New** to begin creating an additional page for your site.
3. Type in the title *Homepage* in the **Enter title here** area.
4. Include any text or media in the text editor below then click **Publish** to activate the page.

Static Front Page

By default all WordPress sites are created to be used as blogs and include a **Posts** page as a homepage. If you are using WordPress as a website or publication site instead of as a blog, setting a **Static Front** page is recommended.

1. Visit the **Dashboard**, click **Appearance>Customize**.
2. Click **Static Front Page**.
3. Select the radio button for **A static page**.
4. Select *Homepage* or a page **other than the Posts page** as your **Front page**.
5. Do not select a Posts page; leave it blank.
6. Click **Save & Publish**.

Add Users (Subscribers, Editors, Contributors, Authors, Administrators)

As the site creator and administrator, you can add additional users to your site; assigning each users one of several roles available. For more information on each role, please visit <http://blogs.umassd.edu/help/>

- Visit the **Dashboard**.
- Click **Users>Add New**.
- Enter a person's **valid @umassd.edu email address**
- Choose the preferred role from the **Role dropdown menu**.
- Click **Add Existing User** to invite your group member(s).