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).