Welcome to CMS training 😊

If you have a CMS account, you can log in with your PacificNet ID at [http://cms.pacific.edu](http://cms.pacific.edu).

If you don’t have a CMS account, you can use a training account today. Log in at [http://cmstraining.pacific.edu/default/](http://cmstraining.pacific.edu/default/).

For help logging in, see [go.pacific.edu/cmstraining](http://go.pacific.edu/cmstraining).

There is full documentation of the topics covered today available at [go.pacific.edu/cmstraining](http://go.pacific.edu/cmstraining) – see the Word document “CMS 1 full documentation”.

**Topics covered today**

I. Getting a CMS Account  
II. Logging into the CMS  
III. Overview of check-in system and workflow  
IV. Overview of CMS interface  
V. Creating a new page  
VI. Required fields  
VII. Saving changes  
VIII. Advancing in workflow  
IX. Creating a new folder  
X. How to copy/paste  
XI. Linking  
   a. To web pages  
   b. To documents  
   c. To email addresses  
   d. To anchors  
XII. Inserting images  
XIII. Asset manager  
XIV. Moving pages  
XV. How menus work  
XVI. Best practices