

Editing Emergency Campus Alerts for Clovis.edu



Clovis Community College

By Scott Knauer,

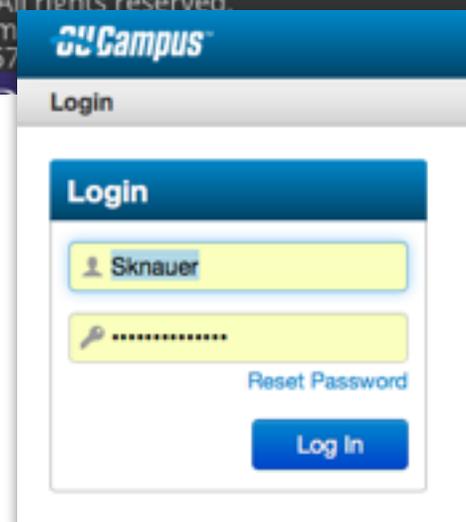
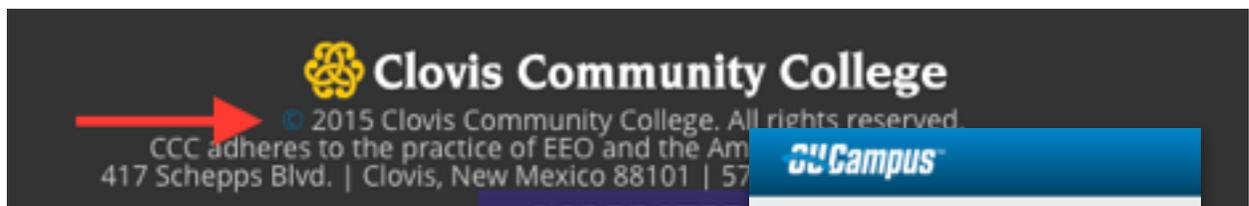
Publications & Website Coordinator

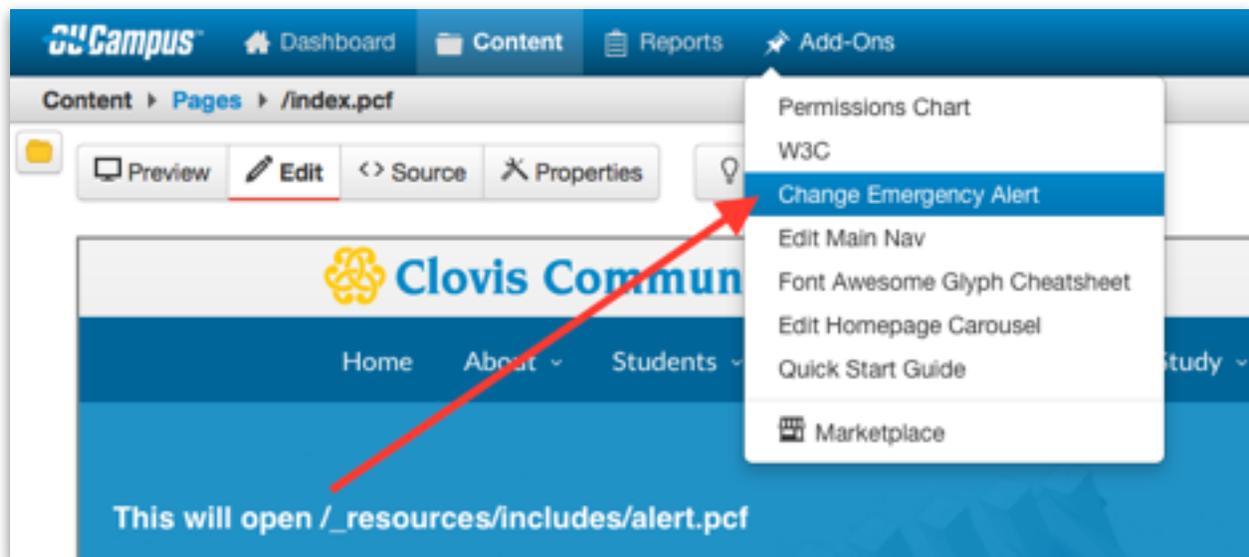
Revised Nov. 5, 2015

After our recent redesign of [clovis.edu](http://www.clovis.edu), the College now makes use of a Content Management System (CMS) called OU Campus by OmniUpdate. OU Campus allows for multiple users to collaborate, edit, and publish content to our live website in a user-friendly environment.

NOTE: In order to edit and publish the files in OU Campus discussed in this guide, OU Campus users must be a Level 10 Administrator.

1. Open a web browser and go to <http://www.clovis.edu>.
2. Locate the copyright © symbol in the footer (located at the bottom of all pages on our site). Click the symbol to get to the OU Campus login screen. Enter your OU Campus username and password, then click the “Log In” button.

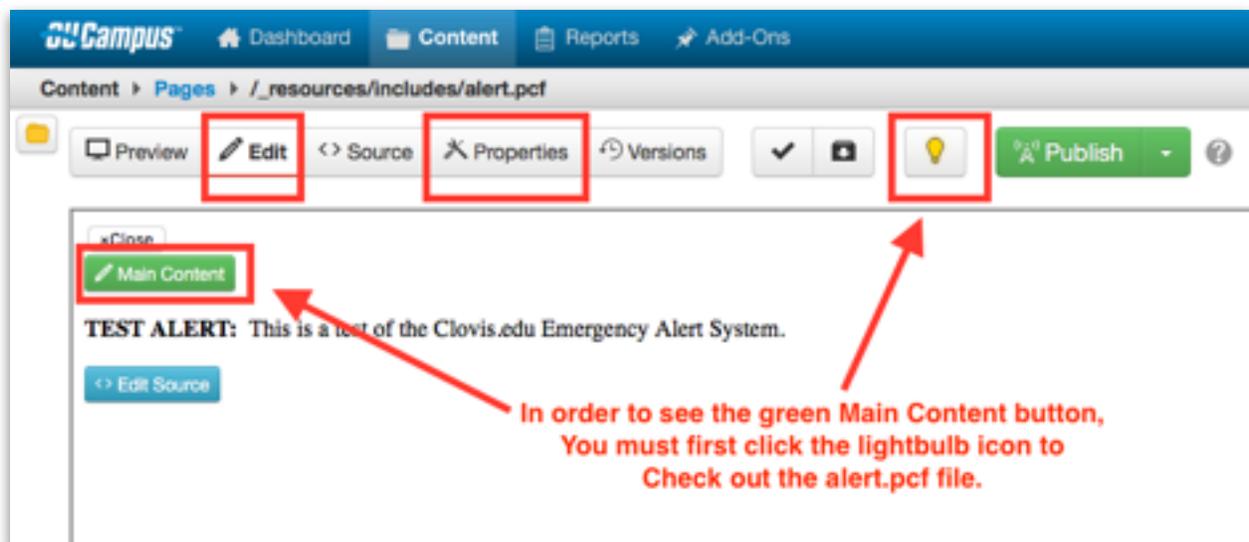




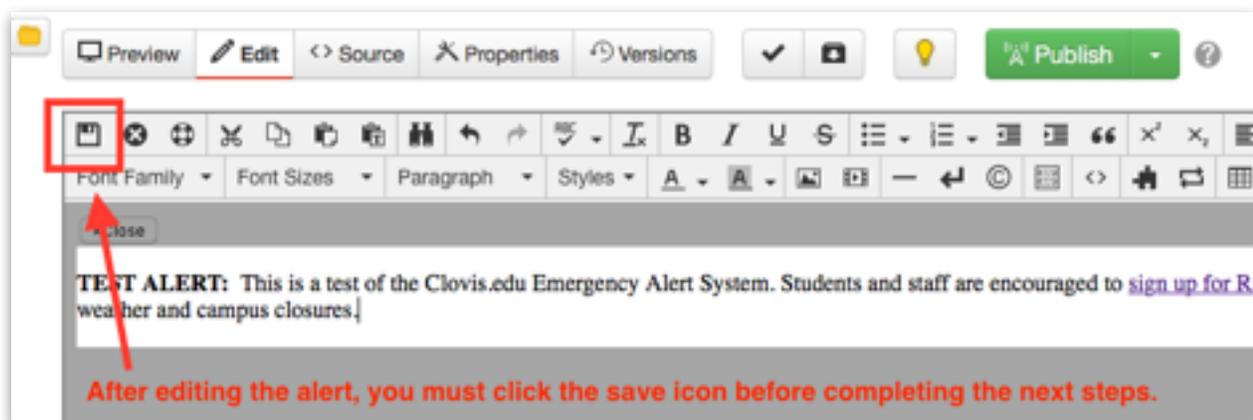
3. In the top OU Campus menubar, go to the Add-Ons menu and choose “Change Emergency Alert.”

1. The Emergency Alert is a special page located in /_resources/includes/alert.pcf. Editing this page, setting its property to Display = yes, and publishing this page will enable its visibility on ALL pages of clovis.edu.

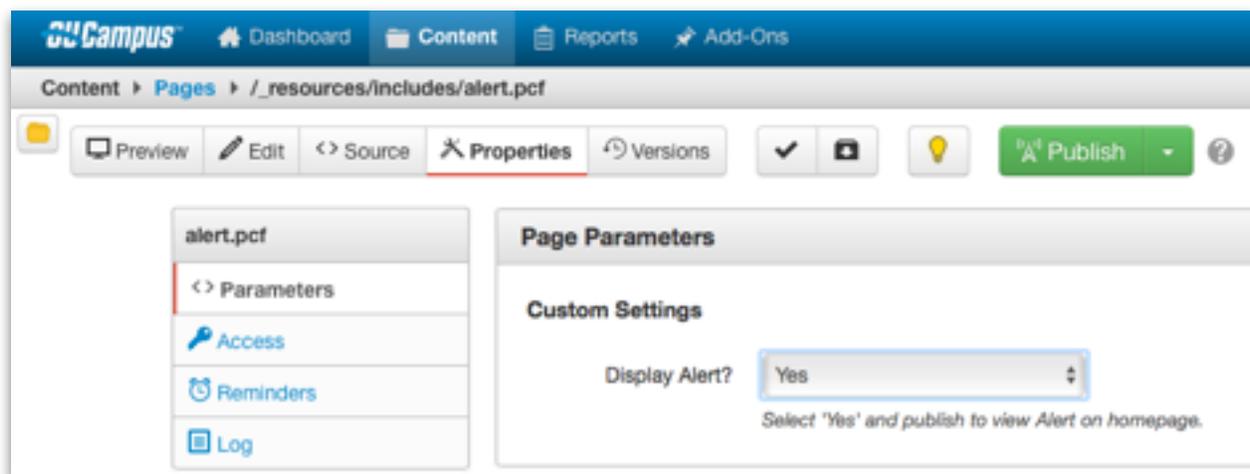
4. Check out the page by clicking the lightbulb icon in the top bar, then click the Edit button to enter Edit Mode. This will enable you to access the Main Content area and make changes to the weather message.



- To edit the message, click the green Main Content button. When the message is complete, click the save icon.



- After the message has been saved, click on the Properties button at the top. Change the Display Alert property to Yes, followed by the blue Save button at the bottom.





7. Now, the new message is ready to be displayed and switched on. To complete the process, click the green Publish button at the top. Once the publish process is complete, the emergency alert should appear on all pages of the website.
8. **To disable the emergency alert, simply repeat step 6 above and change the Display Alert property to 'No.' Be sure to re-publish alert.pcf to remove the alert message from all pages.**