

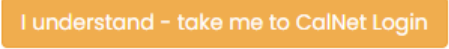
UC Berkeley GeoSystems Engineering Website Instructions

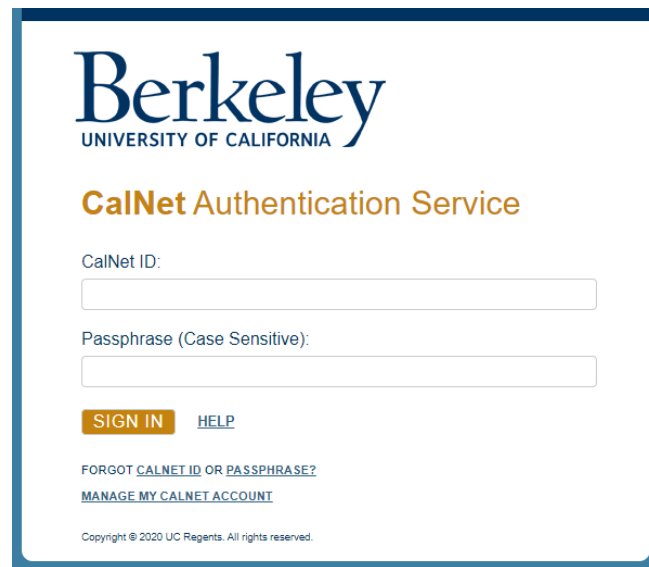
Website address: <http://geotechnical.berkeley.edu>

Posting news on the Geosystems website is a simple process. However, the first time you login, there is an extra step that will allow us to identify that you logged in and then provide you permission to post news items.

See instructions below.

[Step 1 – Login](#)

Visit the [Staff Login page](#). Upon clicking on  button, you will see the CalNet Login form:



The screenshot shows the Berkeley University of California CalNet Authentication Service login page. It features the Berkeley logo at the top, followed by the title 'CalNet Authentication Service'. Below the title are two input fields: 'CalNet ID:' and 'Passphrase (Case Sensitive):'. There are two buttons: a blue 'SIGN IN' button and a blue 'HELP' link. At the bottom, there are links for 'FORGOT CALNET ID OR PASSPHRASE?' and 'MANAGE MY CALNET ACCOUNT', and a copyright notice: 'Copyright © 2020 UC Regents. All rights reserved.'

Enter your CalNet ID and passphrase. Upon successful login, you will be redirected back to GeoSystems Engineering website.

The first time you login, you will then see a form where you must enter your correct berkeley.edu email address and your full name:

Email address

Display name

Save

Once you have saved your details, please contact Prof. Dimitrios Zekkos at zekkos@berkeley.edu so that the website administrators grant you permission to access the administration panel. This step has to be done only once.

[Step 2 – Post News](#)

Once you have been granted access to the administration panel, the administration bar will be visible at the top across all pages. To post news items, go to Manage > Content > Add Content > News.



You will then see the news form where you can post your content:

Title *

TAGS *

+ General (27)

+

Tags for the news item

Summary *

Body *

B I | | | | Format | Source

Text format Basic HTML ▾

Image *

No file chosen

Image to be shown along with the news item
One file only.
100 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than 250x250 pixels.

Please note that featured images must be larger than 250x250 pixels.

When you are done editing, click on the “Save” button. You will be then redirected to your draft news item.

In case you wish to make further edits, you can click on Manage > Content at the admin top bar. You will then see the list of content posted within the website. You only have permission to make edits on content you are the author.

The screenshot shows the 'Content' management page. At the top, there is a navigation bar with 'Back to site', 'Manage', 'Shortcuts', 'Block Visibility Groups', and a user profile '118056'. Below this is a 'Content' header and a 'Home' link. A '+ Add content' button is visible. There are filter options for 'Title', 'Content type', 'Published status', and 'Language', all currently set to '- Any -'. A 'Filter' button is below these. An 'Action' dropdown is set to 'Delete content', with an 'Apply to selected items' button below it. The main content is a table with the following data:

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Dummy News item	News	118056	Unpublished	11/20/2020 - 06:43	Edit
<input type="checkbox"/>	Students Form new Student Group on Entrepreneurship on Infrastructure	News	admin	Published	10/30/2020 - 10:25	
<input type="checkbox"/>	Public Seminars	Basic page	admin	Published	10/23/2020 - 10:51	

Clicking on "Edit" button, will show you the news item form to make your edits.

Note that once the news item is submitted, it will be approved by Prof. Zekkos and then it will be automatically posted on the website and promoted through social media, so you need to make sure that it is final from your perspective. If you need to check the content with your advisor, please do that **before** posting the news item.