



## MCPS Content Management System (Episerver) Training

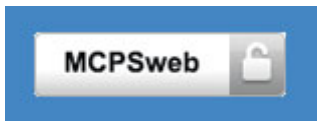
### *Logging Into Site and Setting Up Your Work Area (district site)*

In this document:

1. How do I log into Episerver?
2. How do I set up my work area?

#### How do I log in to Episerver

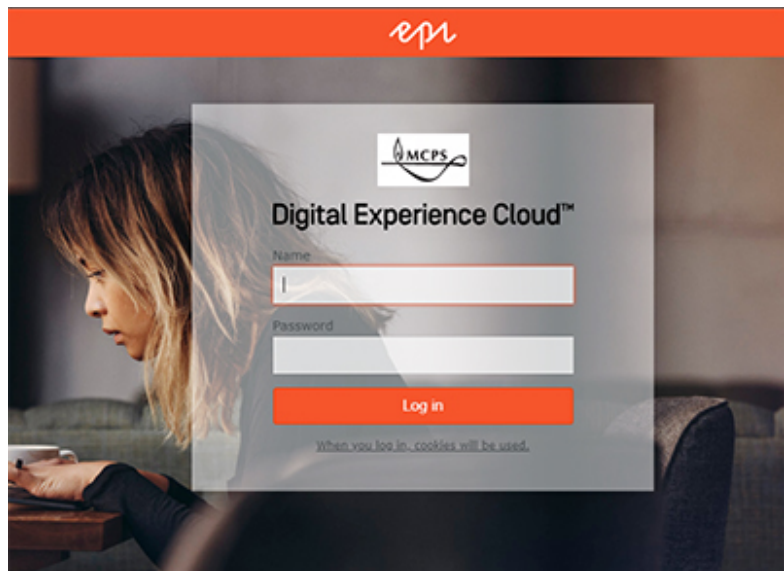
1. Go to your office's website
2. Scroll to the bottom of the page and click the MCPSweb button



(Or you can enter the following URL into the address bar:  
<https://www2.montgomeryschoolsmd.org/Episerver/cms>)

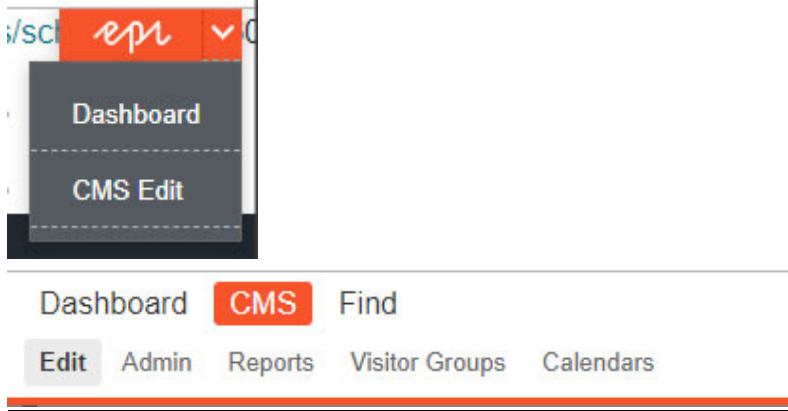
3. Enter your Episerver login credentials and click **Login**.

(Your username will be your MCPS email address ending with @mcpsmd.org and your password will be unique for Episerver)



## How do I set up my Work Area?

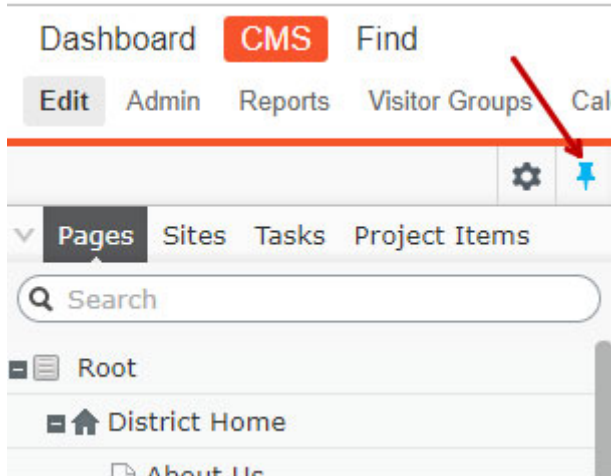
1. Click the Epi button at the top-right corner of the page and then select CMS – Edit



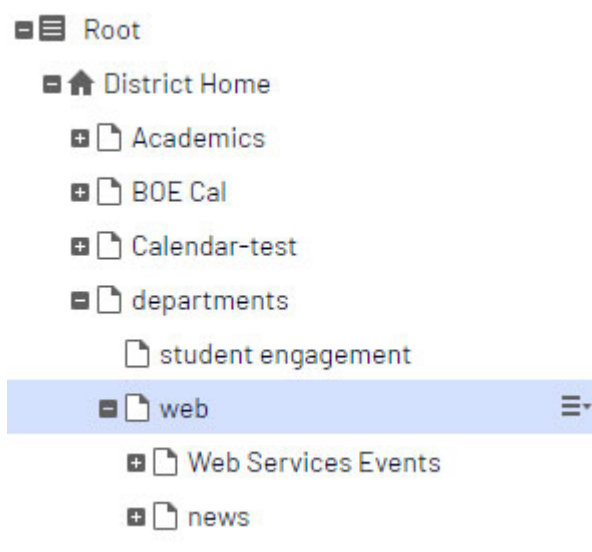
2. Click the **navigation pane** button at the top left corner to open the navigation pane.



3. Click the pin button (visible when the pane is open) to lock the pane in an open position.



4. Navigate to your office's folder in the navigation pane. For example, if the link for your website is 'https://www2.montgomeryschoolsmd.org/departments/web', it would be under **District - departments – web**

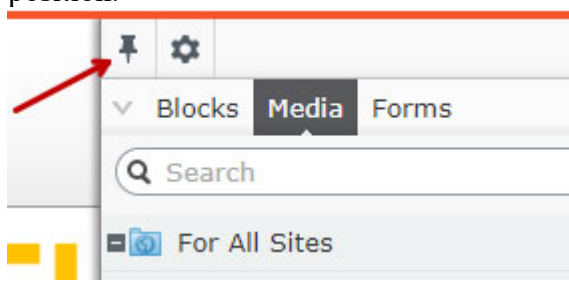


5. The main menu mimics your page structure.
6. Drag and drop to move things around.
7. Click the options menu to edit, cut, copy, or delete a page.
8. A container page functions as a folder in your site's navigation. This is a page that has no view to it, but has other pages below it.
9. Click the button at the top right corner to open the content asset pane



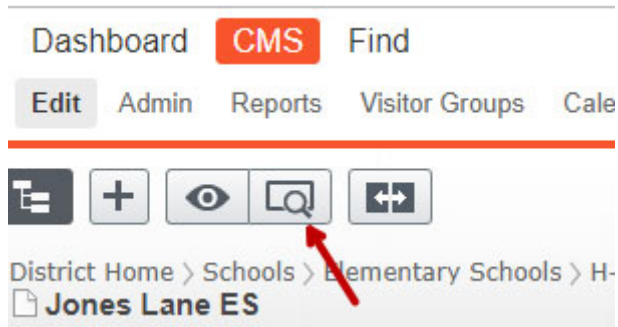
(The asset pane is for content blocks, media, files, images and forms.)

10. Click the pin button (visible when the pane is open) to lock the asset pane in an open position.



11. The right pane has three tabs: Blocks, Media, and Forms. These tabs use the same folder names.
12. Select the Blocks tab and click a folder to see the blocks stored there.

13. Select the Media tab and click a folder to see the images and files stored there.
14. Select the Forms tab and click a folder to see the images and files stored there.
15. To preview a page, first select the page from the Navigation Pane and then click the **Toggle Preview Mode** button. You can toggle back and forth from preview mode to edit mode.



16. To view the live, published version of the page, click the Options button and select the **View on website** link.

