

How do I make changes to the Website?

On the old website, users could edit webpages directly on the website. On the new website this is no longer possible. To make changes to the website, users must first log in to the backend of the website.

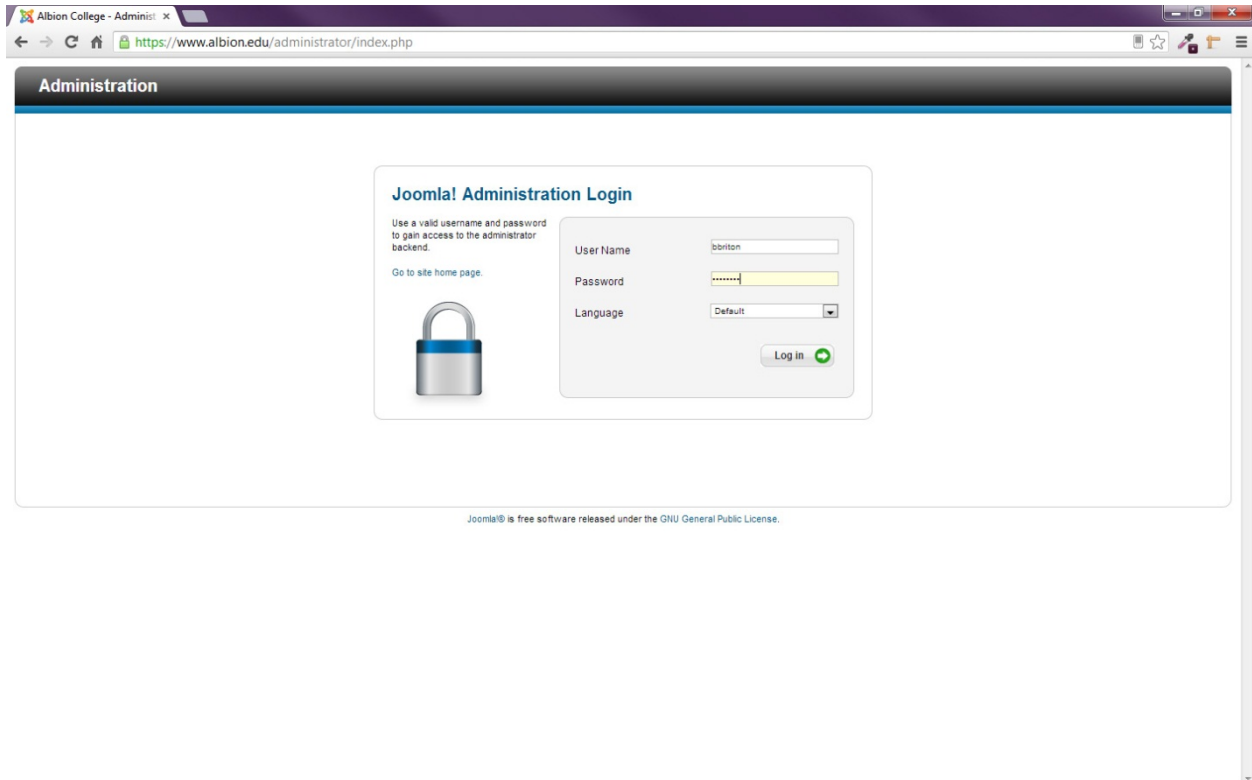
Note: You must first attend a training session, please contact websupport@albion.edu for more information.

To login to the backend and make changes:

1. enter this URL into your web browser's address bar:

<https://www.albion.edu/administrator/>

2. Log in with the network credentials that you use to log in to your computer



3. Once you are logged in, you will be in the *control panel*. The *control panel* is a hub area that connects the different parts of the Joomla! backend. From here you can select Article Manager to edit the content of the website.

Article Manager Category Manager Edit Profile

▼ Top 5 Popular Articles

Popular Items	Created	Hits
Albion College Home	2010-09-05 20:00:00	6782101
Admission	2009-01-20 17:09:28	217160
Search the Albion College Web Site	2010-09-10 17:22:14	209039
Alumni Engagement	2009-02-24 14:28:04	168328
Current Faculty, Staff, and Students	2010-07-06 11:35:31	146123

▶ Last 5 Added Articles

Joomla! 2.5.7

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