

umBlogs

umTech

100 Administration Bldg., Memphis, TN 38152

Phone: 901.678.8888

Email: umtech@memphis.edu

[umTech Website](#)

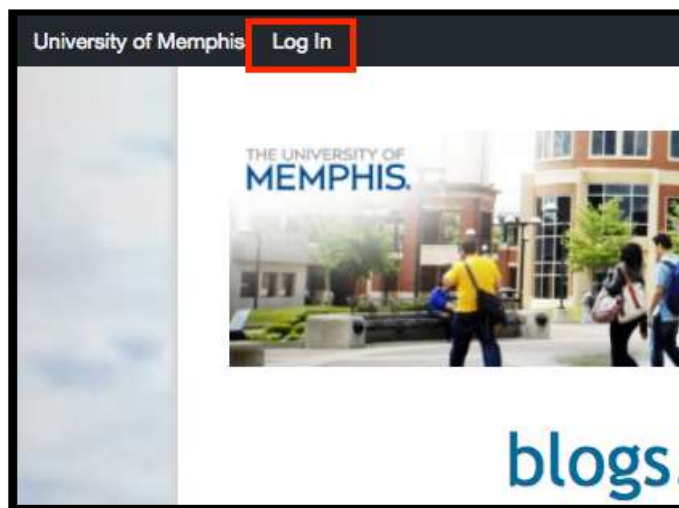
Table of Contents

Logging In	3
Default Dashboard	4
Main Navigation Menu	5
Publishing a New Post	6
Publishing a new post	6
Locating Help Resources	7

Getting Started

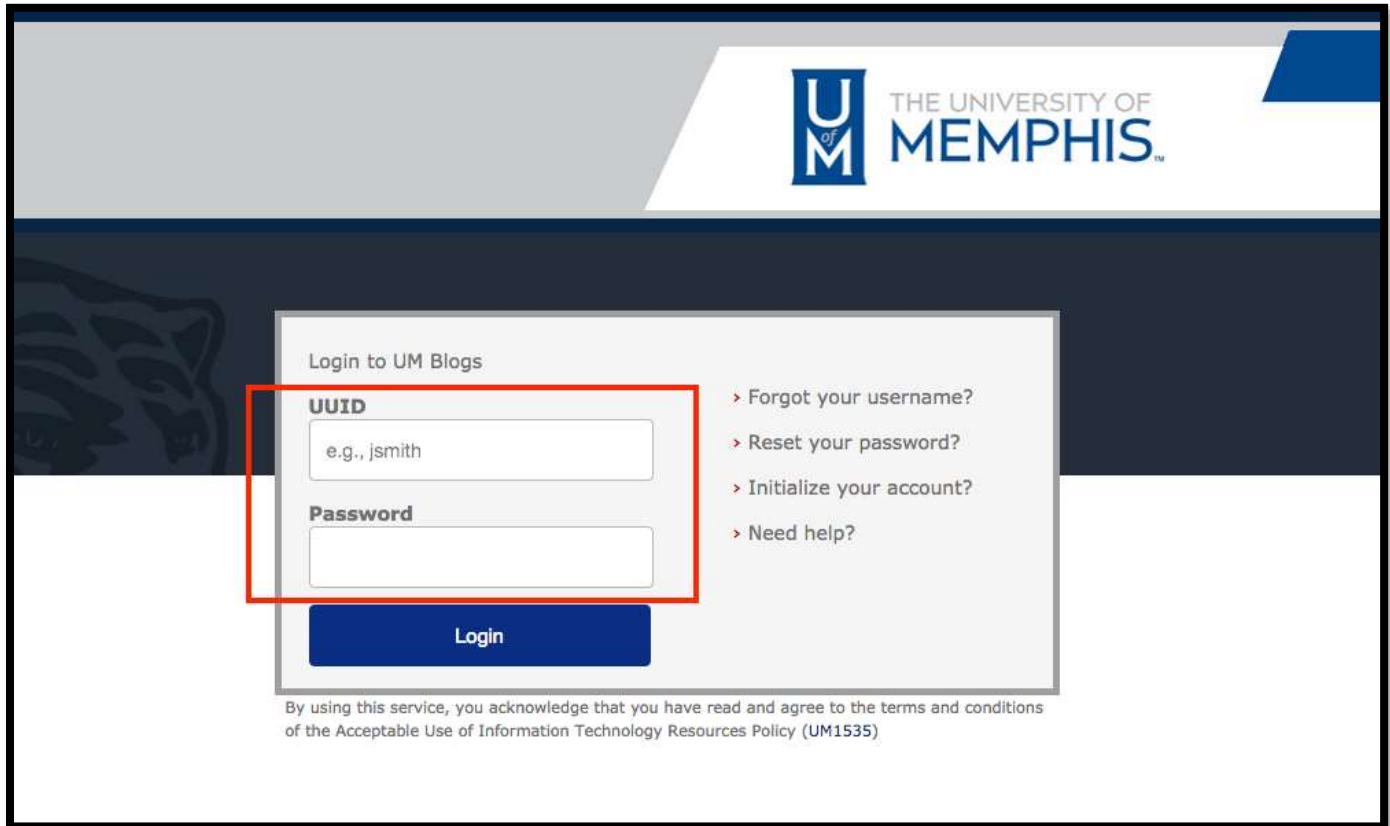
The University of Memphis provides everyone with university credentials and access to blogging services through Edublogs, a WordPress hosting service. UofM Blogs users can create and post content from any device with an Internet connection.

To get started, complete the following steps:



Logging In

1. Go to <https://blogs.memphis.edu>
2. Click **Log In** in the upper left corner.
3. Enter your UofM credentials.



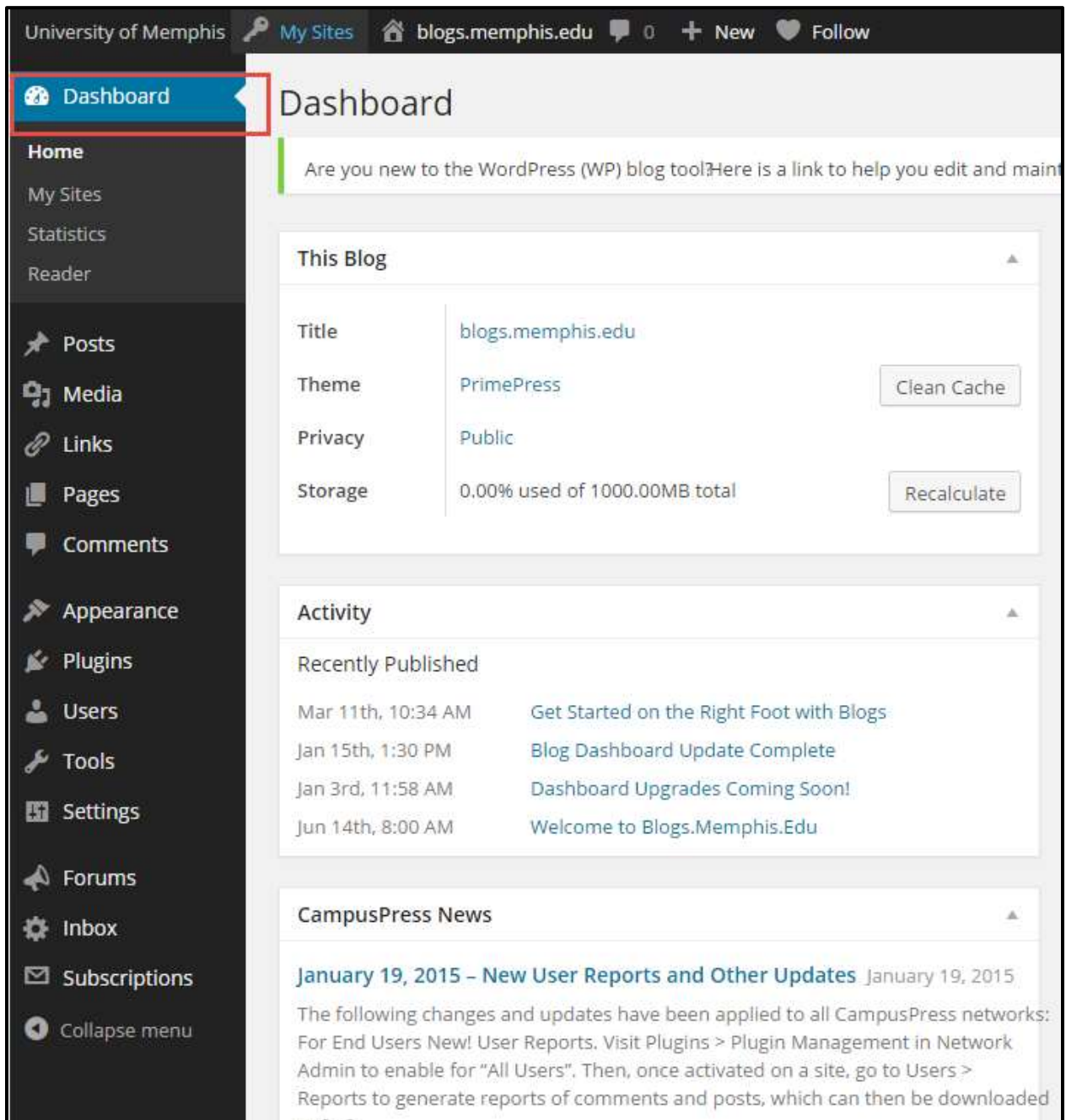
The screenshot shows the 'Login to UM Blogs' interface. A red rectangle highlights the 'UUID' and 'Password' input fields. The 'UUID' field contains the text 'e.g., jsmith'. To the right of the input fields are four links: '> Forgot your username?', '> Reset your password?', '> Initialize your account?', and '> Need help?'. Below the input fields is a blue 'Login' button. At the bottom of the form, there is a disclaimer: 'By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)'.

4. Authenticate with DUO



Default Dashboard

The default dashboard is your blog's main navigation. Located on the left side of your screen, it provides access to features, elements, and content.



The screenshot shows the WordPress dashboard for the University of Memphis. The top navigation bar includes the University of Memphis logo, a search icon, a 'My Sites' link, the site URL 'blogs.memphis.edu', a comment count '0', and buttons for '+ New' and 'Follow'. The left sidebar is a dark menu with a 'Dashboard' link highlighted in blue and outlined with a red rectangle. Other sidebar items include Home, My Sites, Statistics, Reader, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Forums, Inbox, Subscriptions, and a Collapse menu button. The main content area is titled 'Dashboard' and contains a welcome message for new users. Below this is a 'This Blog' section with a table of site information: Title (blogs.memphis.edu), Theme (PrimePress), Privacy (Public), and Storage (0.00% used of 1000.00MB total). Action buttons 'Clean Cache' and 'Recalculate' are present. The 'Activity' section lists 'Recently Published' items with dates and titles. The 'CampusPress News' section features a news item dated January 19, 2015, about new user reports and updates.

This Blog	
Title	blogs.memphis.edu
Theme	PrimePress
Privacy	Public
Storage	0.00% used of 1000.00MB total

Activity	
Recently Published	
Mar 11th, 10:34 AM	Get Started on the Right Foot with Blogs
Jan 15th, 1:30 PM	Blog Dashboard Update Complete
Jan 3rd, 11:58 AM	Dashboard Upgrades Coming Soon!
Jun 14th, 8:00 AM	Welcome to Blogs.Memphis.Edu

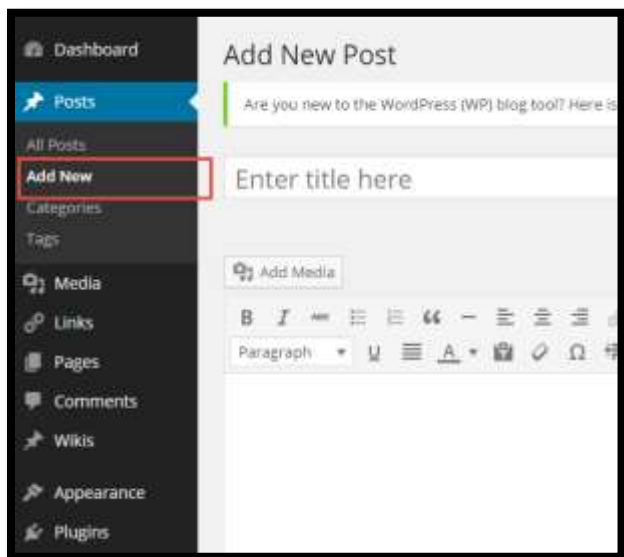
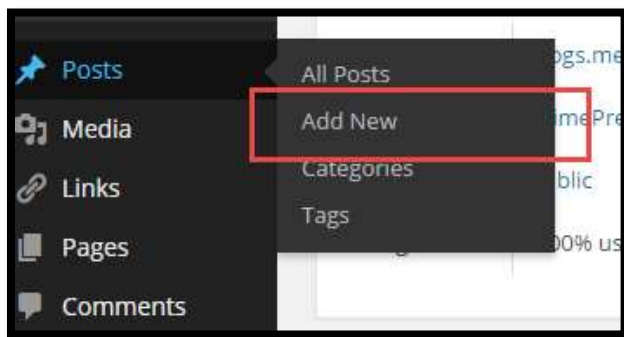
CampusPress News

January 19, 2015 – New User Reports and Other Updates January 19, 2015

The following changes and updates have been applied to all CampusPress networks: For End Users New! User Reports. Visit Plugins > Plugin Management in Network Admin to enable for "All Users". Then, once activated on a site, go to Users > Reports to generate reports of comments and posts, which can then be downloaded

Main Navigation Menu

1. Your navigation menu is on the left side of your Dashboard.
2. Hovering your mouse over a menu item displays all the submenu options under that item.
3. For example, hover your mouse over Posts and click on Add New to write a new post.



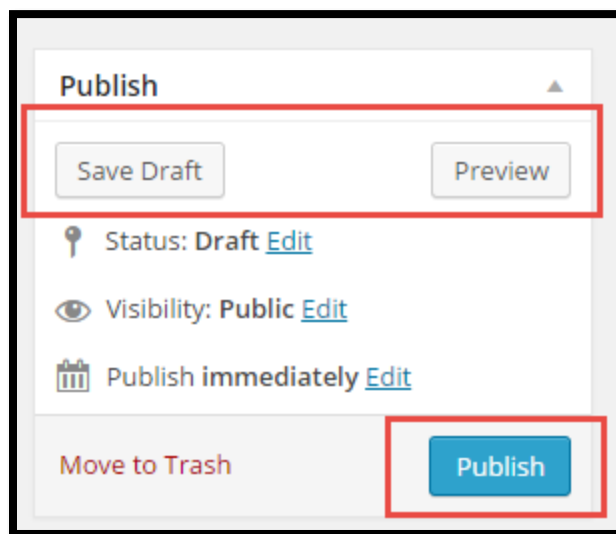
Publishing a New Post

Two main structures compose Blogs: posts and pages.

Post is where you'll publish your main content, such as what's been happening in class, assignment information, homework, documents, and more.

Publishing a new post

1. Go to **Posts > Add New**.
2. Give the post a title and add your content.
 - Content can include text, images, videos, and links to other web pages.
3. Add tags and categories.
4. **Save Draft** and then **Preview** or **Publish**.



Locating Help Resources

umTech offers technical support and resources to faculty, staff, and students. Assistance can be found through any of the support services below:

Submitting a Service Request

Login URL: [Click here to access our service desk ticketing system.](#) After logging in, choose the appropriate form to request services.

Contact the ITS Service Desk — 901.678.8888 any day of the week! (*Excluding Some Holidays*)

ITS Service Desk Walk-In hours (Admin Building Room 100):
Monday – Friday 8:00 am – 4:30 pm

The ITS Service Desk Call Center hours:
Monday – Friday 8:00 am – 8:00 pm
Saturday 10:00 am – 2:00 pm
Sunday 1:00 pm – 5:00 pm

Contact the Service Desk for assistance with technical login problems or issues. Voicemail services will handle ALL incoming calls after hours. If you require assistance after 8:00 pm, please leave a message or [submit a service request](#).

Voice messages will be checked regularly and will receive a priority response the following business day. You may also email umTech at umtech@memphis.edu. (**Note:** Using this email will automatically generate a service request.)

Important Links

[Explore the umTech Website](#)
[Search the Solutions Page](#)