**Adding announcements for HDFS, KIN, and AESHM**

1. Login into the respective site’s Wordpress with your credentials
2. Select **Posts** located in the black sidebar menu
3. In the sub menu that shows up, select **Add new**
4. Visit <https://www.hs.iastate.edu/announcements/kudos/> to locate the posts that need to be added
   1. The categories that we look at to add posts from are Kudos, Research, Noteworthy, and Profiles
5. Once you find an announcement that needs to be added to the department site (KIN only goes on KIN, AESHM only goes on AESHM, HDFS only on HDFS etc.) Copy and paste the title into the title category and the body of the story/blurb into the body of Wordpress.
6. Click the blue **Publish** locatedlocated on the right-hand side of Wordpress
7. You are done.