

BRIEF OVERVIEW

LOG IN

Log into the Gecko Portal (<https://maricopa.sharepoint.com/sites/gwc>) by using [yourMEID]@maricopa.edu as the username along with your password.

TOP NAVIGATION

Hover over the drop-down menu items to view and navigate to specific Departments and Committees. Essentials are quick links to important or commonly accessed resources such as forms, news, training material, and work requests.

SIDE NAVIGATION

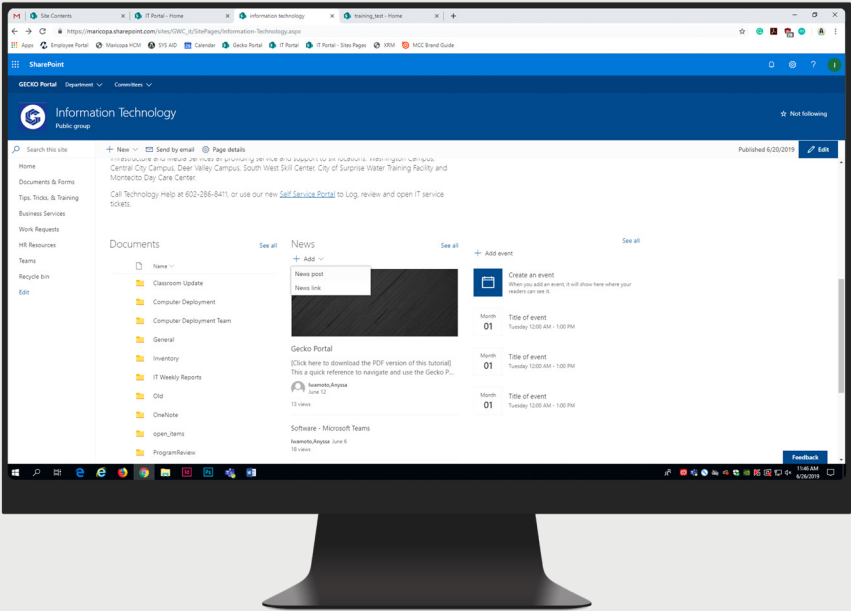
The sidebar (side navigation) is specific to the department or committee page you are visiting.

DOCUMENTS

Access documents by navigating to a department and scrolling down till you see Documents. Then, click on See All. The files will be public to all GateWay employees unless placed in the private folder.

NEWS

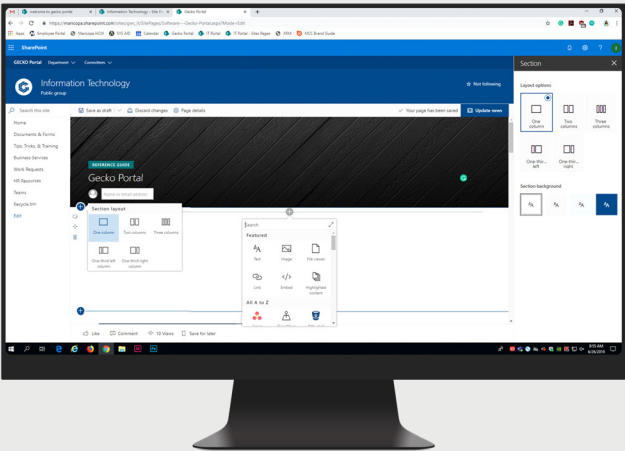
News can be viewed in two ways. Access all news posted throughout the site from the homepage. View department/committee specific news by navigating to the specific department/committee webpage. Locate the News header and click on See All.



CREATE NEWS POST

News posts serve the purpose of allowing your department to create new web pages in accordance to your needs. For example, the Information Technology department creates news posts for tutorials.

- 01 Navigate to your department’s web page. Scroll down till you see the News header. Click on **Add** and then **News Post**.
- 02 If prompted with a Select a Template pop-up window, select **Blank** and then click on **Create Post**.
- 03 Click on **Post News** when the page is completed.



WEB ELEMENTS & TOOLS



HEADER

Hover over the header to view customization tools including Edit, Change Image, and Set Image Focal Point. The focal point allows you to position the image within the header.



WEB PART

Add a web part by clicking on the plus sign located in the center of the page. Web parts allow you to customize the content you want shown on the site. This includes text, images, links, videos, etc.



SECTION

Add a section and choose the column layout variation by clicking on the plus sign located to the left.



EDIT TOOL

The pencil icon will, primarily, be your editing tool when you hover over or click on a web part. To edit text, click on a text web part and then the More button (three horizontally aligned dots).



MOVE TOOL

Rearrange (drag and drop) sections or web parts by using the Move tool. The Move tool will appear when you click on individual web parts.



DELETE TOOL

Remove sections and web parts by clicking on the Delete tool. Note that there is no undo button.

Preview

Share

Copy link

Delete

Flow >

Pin to top

Copy to

Rename

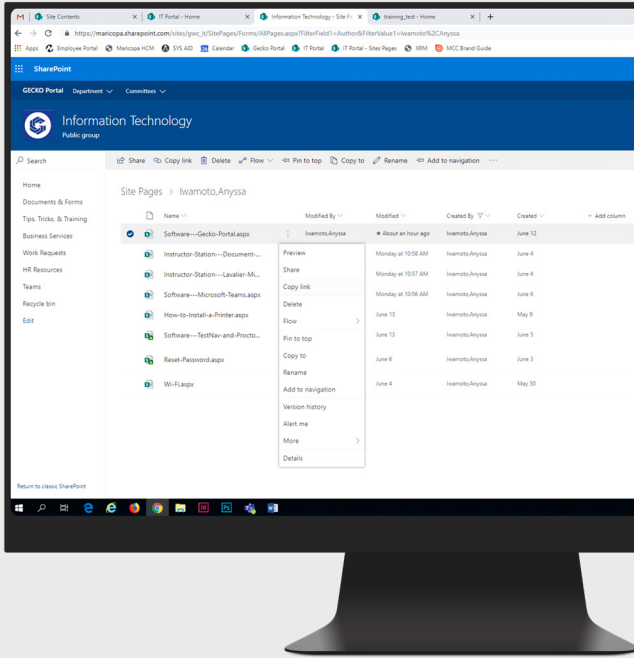
Add to navigation

Version history

Alert me

More >

Details



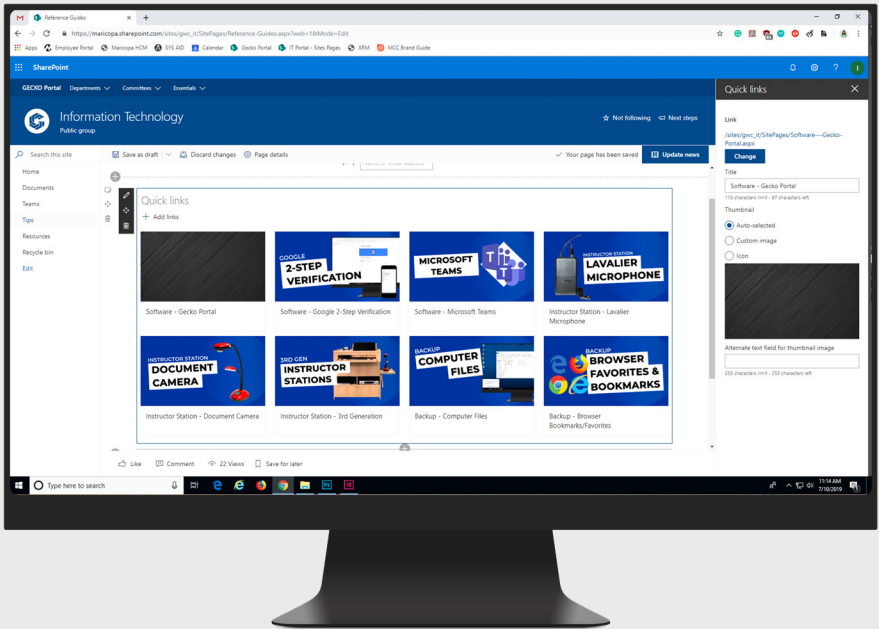
EDIT POSTED NEWS

- 01

Navigate to your department’s web page. Scroll down till you see the News header and then click on **See All**.
- 02

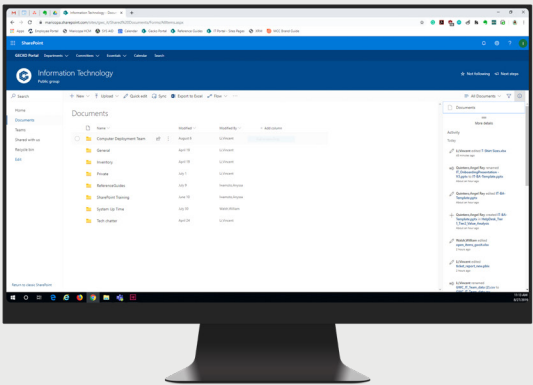
Click on **Manage Posts**.
- 03

If you want to edit the content on the page, click on the news post name. Hover over a news post and click on the **Show Actions** button (three vertically aligned dots) if you want to share, copy link, rename, or delete the news post.



NEWS POST TO TIPS, TRICKS, & TRAINING

- 01** Hover over the **Essentials** tab in the top navigation. Then, click on **Tips, Tricks, & Training**. Click on your department page in the list.
- 02** Click on the **Edit** button located in the upper right corner above the header.
- 03** A Quick Links web part should already be added. Click on **Add Links** located beneath the Quick Links header.
- 04** Locate the news post you want to add or paste the link. Then, click on **Open**.
- 05** Edit the title and thumbnail to best describe the post. Then, click on **Update News**.



DOCUMENTS

ACCESS FILES

Navigate to your department’s web page. Scroll down till you see the Documents header. Then, click on **See All**.

CREATE / ADD FILES

In the gray navigation bar, click on the **New** button to create a new folder, Word document, Excel spreadsheet, or PowerPoint presentation. Alternatively, you can drag and drop files and folders from your computer.

RESTORE DELETED FILES

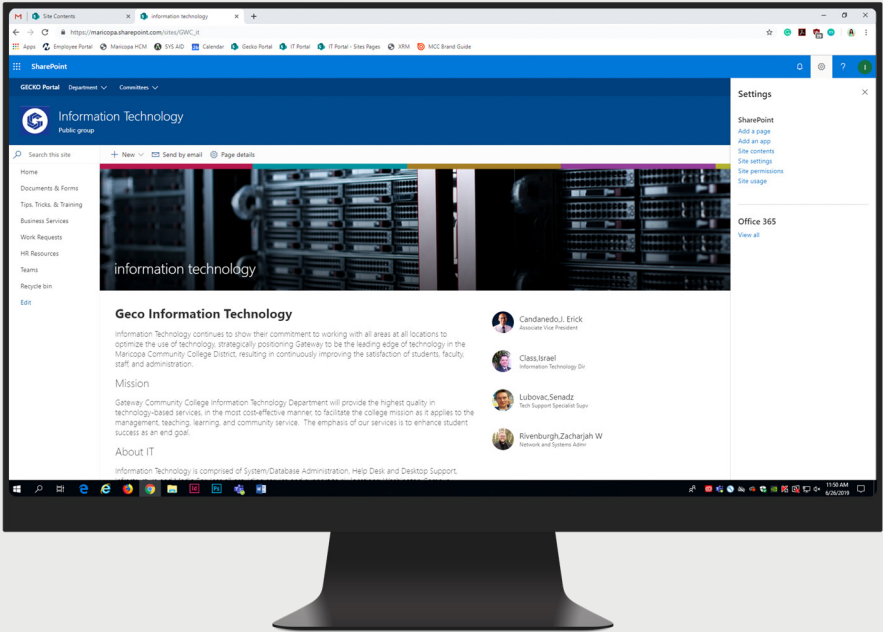
In the side navigation, click on the **Recycle Bin**. Click on the file(s) you want restored. Then, click on **Restore** in the gray navigation bar. Files can be restored up to 93 days after its deletion. *Note: Do not delete anything from the Recycle Bin.*

PRIVATE FOLDER

The **Private** folder will only be accessible and editable to members of the corresponding department or committee. Documents and folders outside the Private folder will be viewable by other departments.

SHOW ACTIONS BUTTON

Hover over a file and click on the **Show Actions** button (three vertically aligned dots) if you want to share, copy link, rename, or delete the file. Revert to a previously saved version by clicking on **Version History**. Receive notifications when a file is modified with **Alert Me**.



SITE PERMISSIONS

- 01 Navigate to your department's web page.
- 02 Click on the **Settings** button (looks like a gear) and then click on **Site Permissions**.
- 03 Click on the **Invite People** button and then **Share Site Only**.
- 04 Type the name of the user you want to grant site permissions to. Then, click on **Add**.