The Huck Institutes
O F   T H E   L I F E   S C I E N C E S

Web Site Content Manager Instructions
Logging In

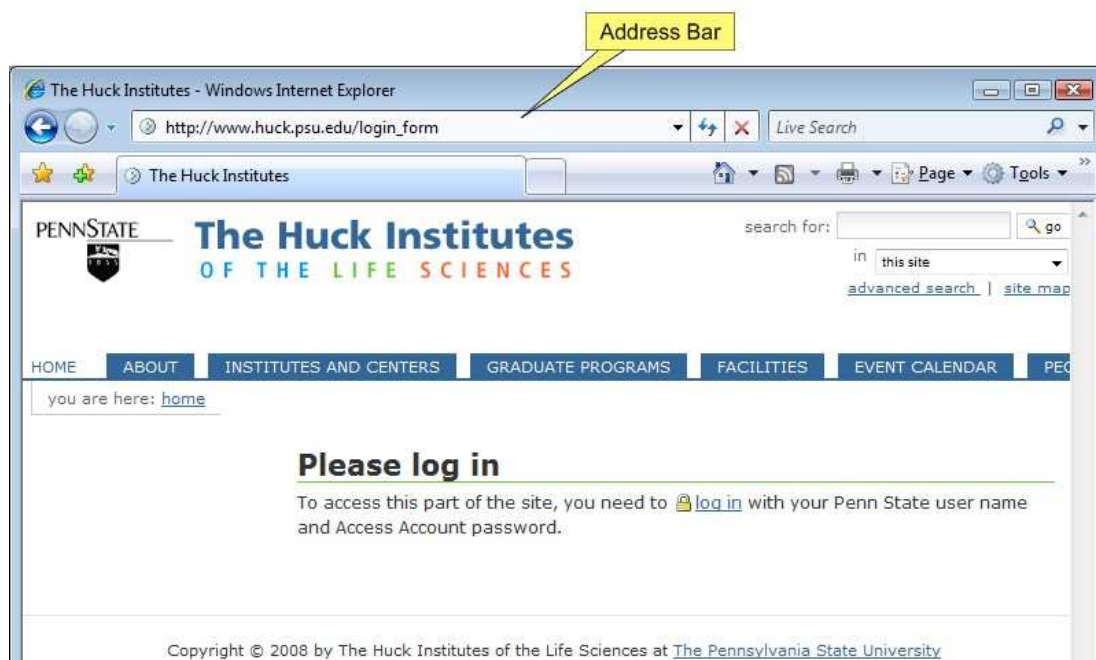1. Open a web browser (i.e. Firefox or Internet Explorer)

NOTE: Link checker is a Firefox add-on that allows you to verify that all the links on a web page are valid.

https://addons.mozilla.org/en-US/firefox/addmon/532

TIP: Make sure you have cookies and javascript enabled in your browser.

TRICK: To see the web page you are editing like the general public will see it, open a different web browser (i.e. Internet Explorer instead of Firefox) and navigate to the page from www.huck.psu.edu. Possible web browsers: Internet Explorer, Firefox, Netscape, Opera, Safari. Contact your system administrator if you need assistance in installing an additional web browser on your computer.

2. Go to the Huck Institutes web site log in page by typing
http://www.huck.psu.edu/login_form into the browser's address bar.

TIP: Before moving to step 3, bookmark this web page to make future log ins easier.

3. Click the log in link on the page. You will be asked to log in using your Access Account username and password.
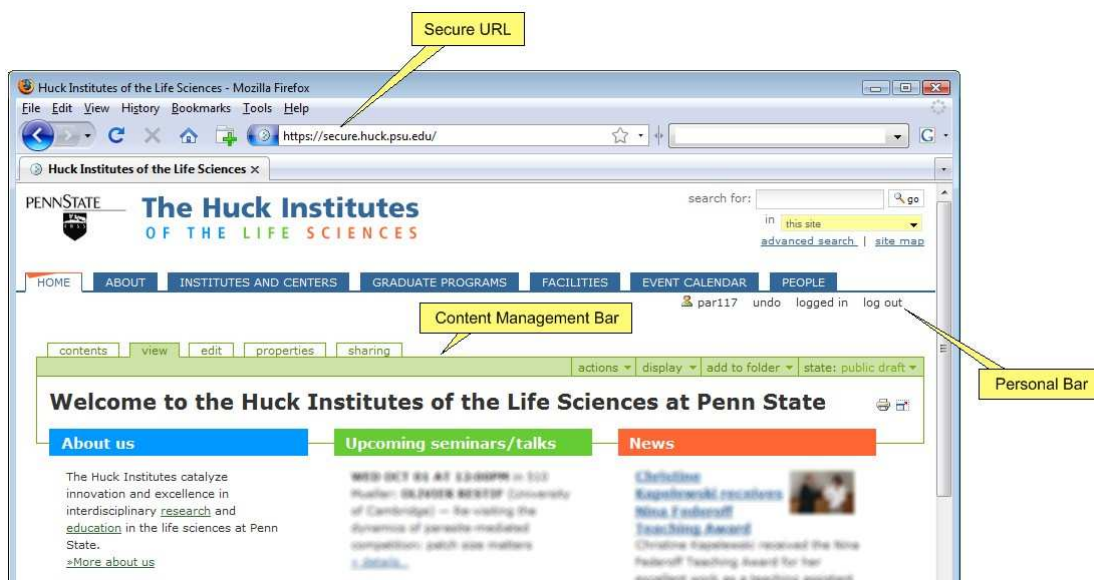

NOTE: If you have already logged in using the Web Access system since the last time you closed your browser, you may not be prompted to log in. This is normal and you can proceed to step 4.

4. Once you are logged in, you will see a page that looks mostly like the Huck Institutes home page with a few additions:

- The address in the address bar will have changed to https://secure.huck.psu.edu/ indicating you are on a secure web page.
- You will have a personal bar with your username (e.g. abc123) and options such as "log off".
- Depending on your access to the site, some pages will have a green "content management bar" which will allow you to add and edit content on the site.

Web Site Content Manager Instructions

Logging Out

1. You need to quit your browser to log out.

NOTE: You MUST quit the browser! You cannot just click the *log out* link. If you have more than one tab open, you cannot just close the tab.

TIP: *Because you are logged in with WebAccess when you quit your browser, you will also be logged out of other web sites that rely on WebAccess like Penn State Web Mail.*

This is a good reason to use a different browser than your normal browser to do editing.