Login to CMS

1. Type [http://cms.tc.columbia.edu](http://cms.tc.columbia.edu) on the address bar of the Internet browser.
   ⇒ You will be redirected to the Columbia University login page.

2. Login with your Columbia University Network Id (UNI) and Password.
   ⇒ If you do not know your UNI, need to create/activate one or forgot your password, visit [http://uni.columbia.edu/](http://uni.columbia.edu/).

⇒ If youUNI and password are correct, you will be redirected to the TC-CMS main menu page.

Your menu will ONLY show the modules you have permission to modify.

- [Department Module](#)
- [Program Module](#)
- [Center Module](#) (for centers of research, admin offices and all other websites)
- [Faculty Module](#)

3. Click on the module that corresponds to the type of website content you need to edit.
4. You will see the “Select a Department/Program/Center” screen.
5. Choose the Department/Program/Center to modify from the dropdown menu and click on the button.

Use this bar to navigate to other modules.

Use this bar to navigate to areas within the same module.
The Event Manager Screen

The Event Manager has three options:

- **Events: Browse by Month**
  - Use the “Browse by Month” option to browse to previous/current/future months to see events already entered for them.
  - Navigate to previous months
  - Navigate to future months
  - Add a new event
  - Edit an existing event
Use the “Add New Events” screen to add events associated to your department/program/center.
1. Enter a title for the event.
2. Enter a description.
3. Select the type of event you are adding.
4. Enter the location of the event.
5. Choose the beginning and ending dates and times from the pull down menus.
6. Enter a website associated with the event for more info as well as contact information.
7. Click “Yes” or “No” depending on whether you want to publish this event simultaneously to the school-wide calendar.
8. Click “Yes” or “No” depending on whether you want to display this event on the left side of the eBoard (event listing).
9. Select RSVP options (and contact our office if you’d like this enabled for the event).
10. Click the **Add New Event** button to add it to the database.
   ⇒ You will see a **Successfully Added New Event!** confirmation message at the top of the screen.

### Editing Department/Program/Center Events

The bottom portion of the Events screen lists all the events that have been associated to your Department/Program/Center. The side bar also lists the events that have been recently added/updated.

1. To edit an event’s details, click on the event title or on its associated “Edit” link.
The Event Manager Screen (cont.)

Editing Department/Program/Center Events (cont.)

⇒ You will see the same screen but this time the textboxes contain the information that was previously entered for the event.

2. Modify the necessary information and press the Update Event button.
⇒ A Successfully Updated Event! confirmation message displays at the top of the screen.

Duplicating Department/Program/Center Events

You can duplicate an event that repeats so you don’t have to enter all the info again.

1. Click on the event and click on the Copy Event button.
⇒ You will see a warning dialog box.

2. The duplicate event appears on the list at the top right of the screen with the word “COPY” attached at the end of the event title (and link). It is visible only if the event title is not too long.

3. Click on the duplicated event title to update the info.

4. Modify the necessary info and click on the Update Event button.
⇒ A Successfully Updated Event! confirmation message displays at the top of the screen.

Deleting Department/Program/Center Events

1. To delete an event, click on the event’s “Delete” link.
⇒ If you are already on the Edit Event screen with an event’s details listed in the textboxes, you can also click on the Delete Event button.
⇒ You will see a warning dialog box.

2. Press OK to delete the event.
⇒ A Successfully Deleted Event! confirmation message appears at the top of the screen.
Your website can be set up to automatically display a list of upcoming events in the page as you deem appropriate.

Clicking on any event will lead you to an events page that can provide detailed information about the event and a calendar view of the events.

Clicking on a highlighted day on the calendar will give you a list of the events for that day.
To Log Off:
1. Mouse over the “More Options” button.
2. Select “Log Off”.
3. You will see a message confirming that you successfully logged off.

Clicking on any “Save Changes” or “Update…” button in CMS updates the information in the database. However, the actual process of updating the information on the website begins every 2 hours (on the even hours). Therefore, you might have to wait between 30 minutes to one hour after every even hour in order to see the changes displayed on your website.