

Step 1: Login to Active CM

- Open your **internet browser** and go to <http://dynamic.capcollege.bc.ca> and click the green Login to Active box on the top right.
- Enter your username and password and click the Login button.


Step 2: Go to the page you need to update

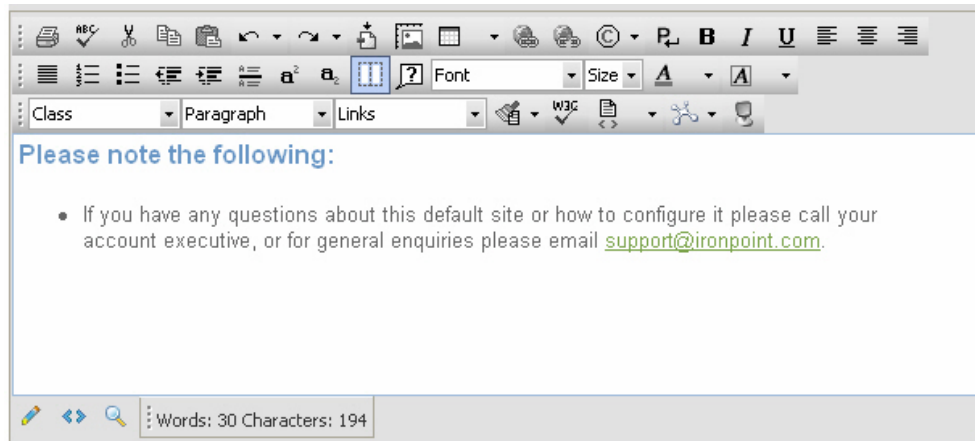
- Use the **MY SITES** or **SITE MENU** on the Admin toolbar to navigate to your site. The Admin toolbar is located at the top of the page content area when you are logged into Active CM and looks like this:



- **My Sites** - The My Sites menu shows all websites to which you have access. If you are looking for a website and it is not in the list, e-mail wsg@capilanou.ca
- **Site Menu** - The Site Menu displays the site map for the website you are currently logged into. Use this menu to quickly navigate to one of the pages on your website.


Step 3: Edit your text

- Click on the  full edit button on the page that you need to update. You'll see the content editor window similar to this:



- The content editor works just like Word. Delete, add or revise text as required.

Step 4: Publish your changes

- Once you have updated your page, click **Emergency Publish**. Clicking this button immediately publishes the page content.
- The button looks like this  and appears on the Page Editor toolbar at the top and bottom of your page. **SKIP THE NOTE.**

Go to each web page and revise and Emergency Publish as required.

Want to know more about using Active CM? Check out the Resources (Getting Help) section of the Active CM website at www.capilanou.ca/help/active-cm/resources