

Omni CMS Calendar – Logging in to your account and changing your password

Please do not hesitate to contact me with any issues or questions.

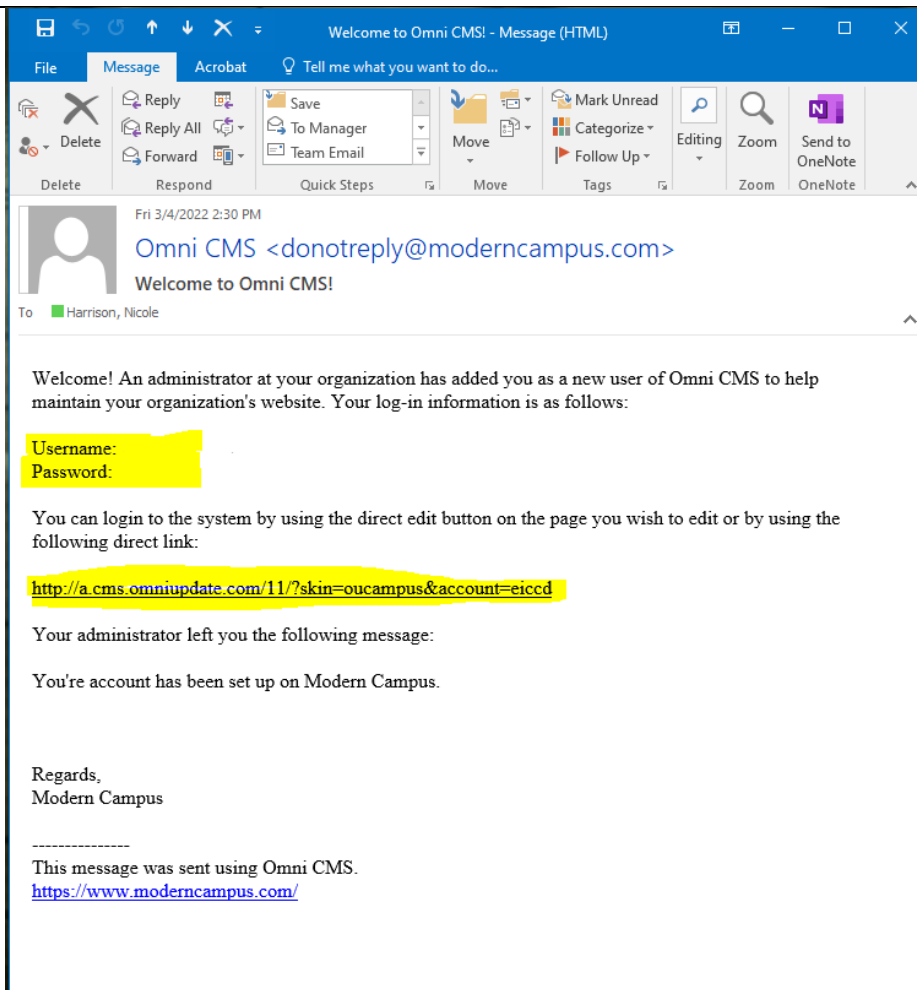
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LOGGING IN

Once your account has been set up, you will receive a **Welcome to Omni CMS!** email from donotreply@moderncampus.com

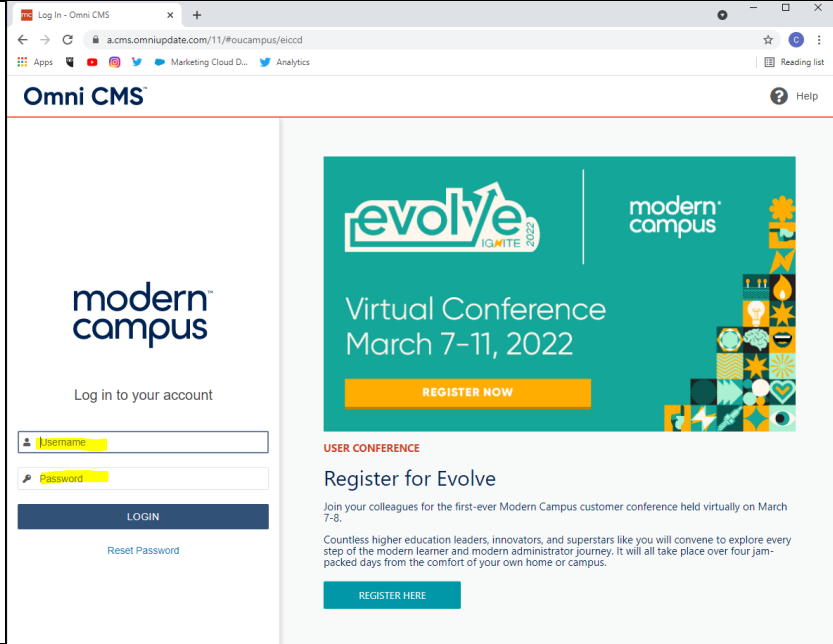
The email will provide you with your Username and Password as well as a link to access Omni CMS.

Use this link to access the calendar.



The link will bring you to the login page for Omni CMS.

Enter your username and password from the email.

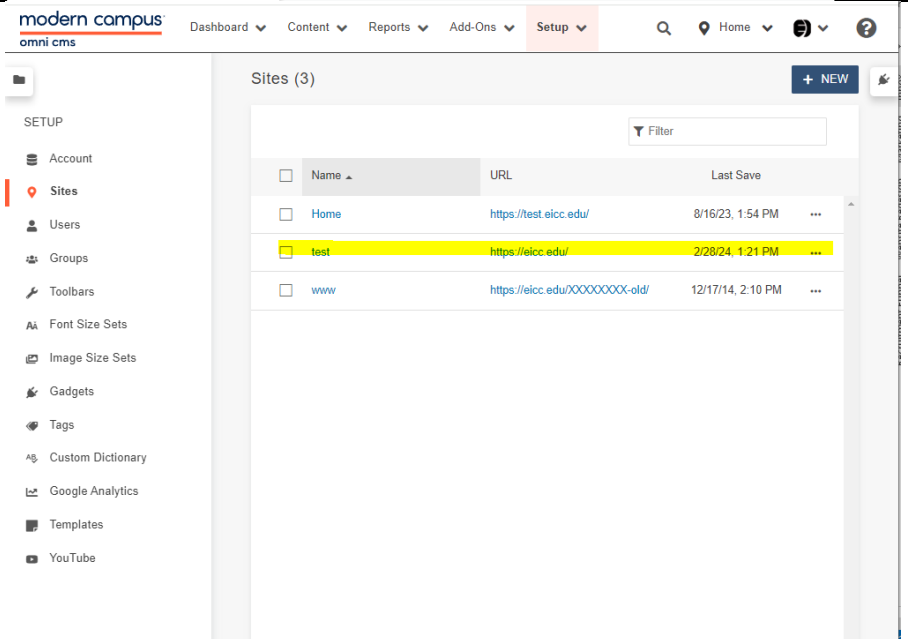


The screenshot shows the Omni CMS login page. On the left, there is a 'modern campus' logo and a 'Log in to your account' section with fields for 'Username' and 'Password', a 'LOGIN' button, and a 'Reset Password' link. On the right, there is a large banner for 'evolve IGWITE 2022' by 'modern campus', advertising a 'Virtual Conference March 7-11, 2022' with a 'REGISTER NOW' button. Below the banner, there is a 'USER CONFERENCE' section titled 'Register for Evolve' with a 'REGISTER HERE' button.

On your first visit you will need to click 'I ACCEPT' in the cookies policy popup.

You will also need to select the **Site** the calendar is located on.

Just click on the work **test** in the list.



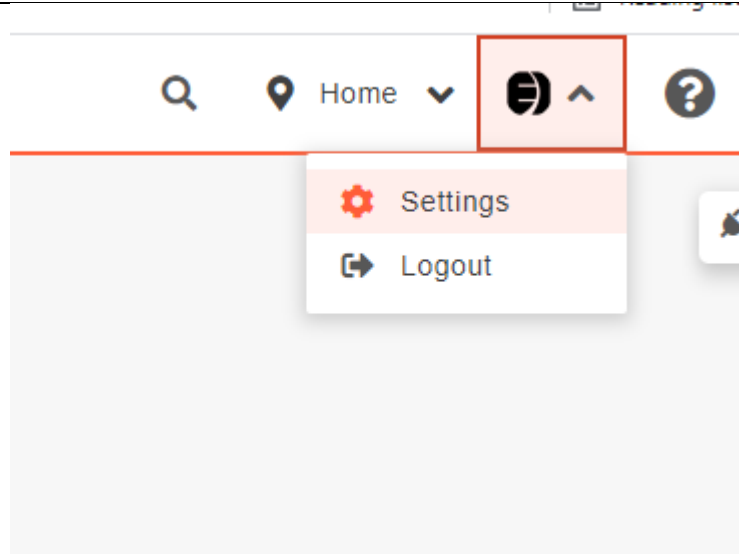
The screenshot shows the 'modern campus omni cms' Setup page. The top navigation bar includes 'Dashboard', 'Content', 'Reports', 'Add-Ons', and 'Setup'. The left sidebar lists various setup options: Account, Sites, Users, Groups, Toolbars, Font Size Sets, Image Size Sets, Gadgets, Tags, Custom Dictionary, Google Analytics, Templates, and YouTube. The main content area is titled 'Sites (3)' and contains a table with the following data:

☐	Name	URL	Last Save	
☐	Home	https://test.eicc.edu/	8/16/23, 1:54 PM	...
☒	test	https://eicc.edu/	2/28/24, 1:21 PM	...
☐	www	https://eicc.edu/XXXXXXXXX-old/	12/17/14, 2:10 PM	...

CHANGING YOUR PASSWORD

In the upper right hand corner of the screen click on the profile dropdown.

Select **Settings** from the drop down.

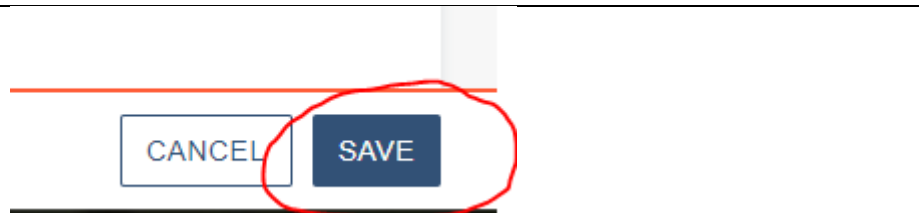


Under User Information on the Settings page there is a **Password** field.

Enter your new password here.

A screenshot of the 'User Information' settings page. It features several input fields: 'Username' (Calendar_User), 'Password' (highlighted in yellow), 'First Name' (Calendar), 'Last Name' (User), 'Phone' (empty), and 'Email' (nharrison@eicc.edu). Below the Password field is a note: 'Leave blank for LDAP or to keep existing password.'

When your new password is entered click on the blue **SAVE** button in the bottom right corner



A notification will pop up in the bottom left corner letting you know the new settings have been saved.

