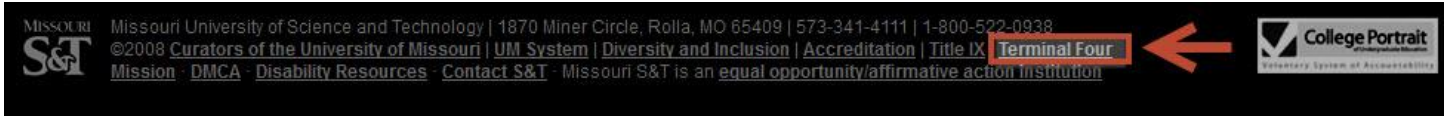


Logging in to terminal 4 direct edit view

1. The first step to creating, editing, and adding content to a page is to go to the page you wish to edit, or the webpage that you wish to create a webpage under, the same way you would if you were going to view the webpage normally.
2. Scroll down to the bottom of the page and look at the footer (the content in grey with various bits of university information). Click on the link "Terminal Four".



After you click the link you should be redirected to the Terminal 4 login page where you can login using your university credentials.

A screenshot of the Terminal 4 login page. The page has a light grey background with a large "t4" logo in the top left corner. The main heading is "TERMINALFOUR Site Manager". Below this is a red login box with two input fields: "Username" and "Password". There is a "Login" button and a link for "Advanced" below the password field. At the bottom of the page, there is a copyright notice: "Copyright © All Rights Reserved 1999-2012, TERMINALFOUR Solutions Ltd."

3. Once logged in you should be greeted by a page similar to this. The webpage you originally navigated to, below the terminal 4 direct edit menu.

t⁴ TERMINALFOUR Site Manager carla (Administrator) | Logout

CALENDAR CAMPUS MAP FIND PEOPLE A-Z INDEX Search

MISSOURI S&T MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

FUTURE STUDENTS CURRENT STUDENTS ALUMNI FACULTY & STAFF COMMUNITY GIVE TO S&T

INFORMATION TECHNOLOGY

Home
Help Desk
IT Services A-Z
About IT
Policies

Office 365 replaces Outlook Live
S&T students retain Gmail option

Click for more information on Office 365

EMAIL Faculty Staff Student

CONNECT Wireless VPN Files

PURCHASE Hardware Software Other

Popular Help Topics

- > How do I activate my student email account?
- > How do I connect to the S&T wireless network?
- > How do I purchase a new computer?
- > How do I map network drives?
- > How do I connect to a remote desktop?
- > How do I set up a VPN connection?
- > How do I configure my staff email account?
- > How do I locate a computer lab (CLC)?

Common Services

- Blackboard
- Email (Faculty & Staff)
- Email (Students)
- Google Apps
- VPN
- Web Support
- Wireless Networking
- Educational Technology
- Research Support

We Can Help

Our S&T IT Help Desk experts are ready to assist.

- + Call us at 573-341-4357
- + Submit a ticket online
- + Browse our service offerings

or stop by our Walk-In Center on the first floor of the Curtis Laws Wilson Library

Coming Soon...

Adobe Acrobat coming to all S&T computers.

PDF

What We Offer

For a full list of our service offerings, visit the IT Services A-Z link in the left hand menu.

Information Technology
117 ICE Building
1215 N. Pine St.
Rolla, MO 65409
Phone: 573-341-4357
Fax: 573-341-4218
it_mkt.edu

IT Internal

APPLY NOW VISIT CAMPUS FIND YOUR MAJOR GIVE NOW WORK AT S&T

MISSOURI S&T Missouri University of Science and Technology | 1870 Miner Circle, Rolla, MO 65409 | 573-341-4111 | 1-800-522-0938
©2008 Curators of the University of Missouri | UM System | Diversity and Inclusion | Accreditation | Title IX | Terminal Four
Mission DMCA Disability Resources Contact S&T Missouri S&T is an equal opportunity/affirmative action institution

Go to Live Page

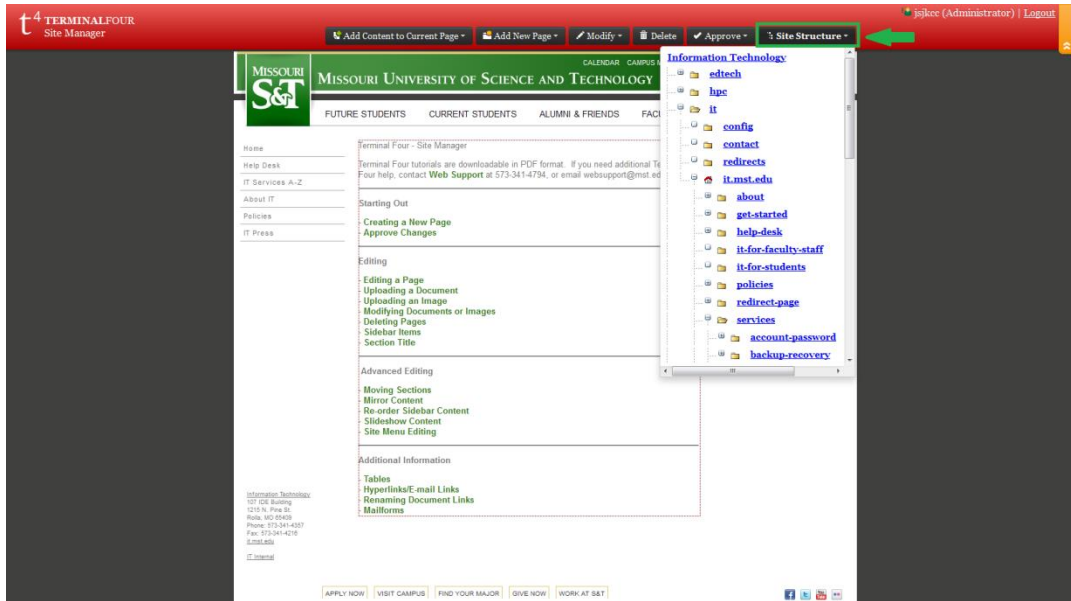
College Portrait

Now you are ready to start editing and creating webpages.

Create a New Web Page:

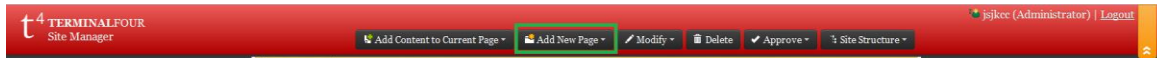
1. To create a new web page, Log in to the Terminal 4 Direct Edit view

- Once in the Direct Edit View, select the “Site Structure” button from the Terminal 4 banner and a dropdown menu should appear.



Navigate to the directory under which you wish the site to be (ex. Help-desk is under it.mst.edu)

- Once on the site click on the “Add New Page” button in the terminal 4 banner.



4. When the option is given, type the name of the new page. Use all lower case letters and dashes (“-”) to indicate a space. Everything else will be stripped from the name. e.g. “my-web-page”. In the “Please enter a new page name” field enter the title you wish the page to have. The title is the name that will be displayed after the “Missouri S&T” in the top of the browser tab / window. This content is allowed to have uppercase letters and spaces. When you are finished, click “Add” and the page will be created.

Add New Page **Modify** **Delete** **Approve**

You are here: Home » Sites » Information Technology » it » it.mst.edu » services » web-support » terminal-four

Please enter page name

Please enter a page title

Restrict Access

Add **Cancel**

5. The new page will be created but will contain no default body content. To add content to this new page, click on the “Add Content” button in the Terminal 4 banner located furthest to the left. Choose Body Content as the new content type.

Add Content to Current Page **Add New Page** **Modify** **Delete**

Filter... x

Body Content **Sidebar**

- For the title field enter the text that you would like to have as the title on the top of the page. The Body field is where the content for the page goes. When the title and body fields have been filled out, click Add.

Please enter the content information

Save as Draft Add Cancel

Content Options

Content Template: Body Content

Name (*) my_web_page

Title (*)

Body (*)

Path:

Elements marked (*) are mandatory

Save as Draft Add Cancel

- When you are done making changes be sure to [Approve Changes](#) to make sure it updates on the actual site.
- Next, you can create a Section Link from any of your other pages to this page. *Note: You cannot create the Section Link to your new page until you have Approved Content on your new page.*