

SOP: ADDING CONTENT TO THE 'IOAT-RESEARCH' WEBSITE

What is the purpose of this document?

This document is intended to help research assistants on the [redacted] team add content to the ioat-research website and monitor the website traffic. Adding content and monitoring the website will help us keep our stakeholders up to date with research findings and project outputs.

The ioat-research website can be found here: <https://ioat-research.med.ubc.ca/>

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Before you begin

Before you begin adding content to the website you need to understand which system we use for website development, how to set up an account that has access to this system, and how to obtain editing permissions.

Which system do we use for website development?

The PORTIA team uses WordPress to add content to the website. WordPress has a long history of use at UBC, and due to the relationship between our organisation (CHEOS) and UBC, the benefits from this long history extend to our research group. These benefits include:

- Free website hosting
- [A template for websites associated with UBC](#)
- [General information on developing WordPress websites](#)
- [Specific information on developing UBC WordPress websites](#)

These benefits make it easier to add content, develop, and maintain the website.

Setting up a CWL account to access WordPress

To gain access to WordPress and to start adding content to the website, you will need to set up a UBC Campus Wide Log-in (CWL) account. When you are hired at CHEOS, you should receive a CWL account (if you do not have a CWL account, ask your manager to set one up). To sign into WordPress with your CWL account:

1. Go to this website: <https://cms.ubc.ca/>
2. Click the **CWL Login** button on the right side of the screen
3. Enter your credentials

After logging in, you may encounter an “Authentication Error” screen. If this happens, you will need to request to be sponsored by a UBC employee to move past the error. To get sponsored by a UBC employee, send your manager [this link](#), and ask them to follow the steps provided under “how to sponsor a guest”. Your sponsor may need the following information:

- Your CWL account username
- Your first and last name
- Your non-UBC email address

Once it is confirmed that you have been sponsored, you can log into the WordPress editor using CWL account!

Obtaining permission to edit the website

When you log into the WordPress editor using your CWL account, you may not see your website listed under the 'My Sites' section. If you do not see your website listed, you will need to obtain permission to access and edit the website. To obtain permission you will need to request it from either a current website administrator or by asking the UBC website development team.

A current website administrator can give you permission within the WordPress editor.

The UBC CMS team can also provide you with permission to edit the website. The contact that we have previously reached out to help with granting permission is Patricia Angel. Patricia is an employee with the UBC website development team and is familiar with the ioat-research website. Her email address is patricia.angel@ubc.ca. When emailing her, tell her that you need permission to edit the ioat-research website, cc your manager, and provide her with the following information:

- The url of the website: **ioat-research.ubc.ca**
- Your CWL account name

Once granted access you can start adding content to the website!

Navigating WordPress

Once you access the WordPress Editor you will be greeted with the WordPress Home Page. This home page contains 4 main areas:

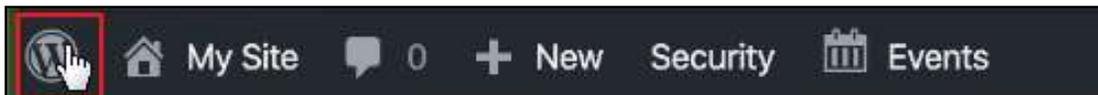
- A **left panel** with many menu options
- A **right panel** with various menu options
- A **top bar** with a small number of menu options
- A **centre area**

In the **left panel** you can add new posts

In the **right panel** you can change some of the settings of a new post

In the **top bar** we only need to worry about two menu items:

1. "My Site" brings you to the ioat-research website (a view of the website that the 'public' sees)
2. The WordPress Icon brings you back to the WordPress Home Page



In the **centre "Dashboard" area**, content will change depending on the task that you are doing. Here we will do the bulk of our work for when we are ready to add content to the website. For now there is nothing we need to know about this area either than to know that it allows us to edit content.