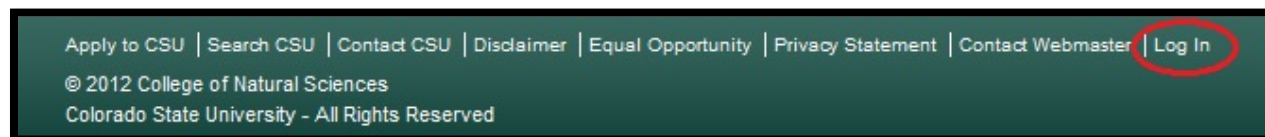# How to submit a News Post

CNSIT South users that hold the an account on the Departmental Content Management System (CMS) have the ability to submit news posts that they would like to see featured on the site. These instructions will help you submit News Posts for review.

Logging In

To log in to the Administrative Back-End of the CMS, you will need to click on the 'Log In' link located at the bottom of the Departmental web site:

This will display a login screen that will accept your CSU eName and CSU password. If you have trouble logging in, you have either forgotten your CSU eName information, or do not have an account that allows you to administer content on the site. Please contact CNSIT South for assistance: http://cnsit.natsci.colostate.edu

Submitting a News Post

Once you are logged in you will be presented with the CMS Dashboard. This will contain bits of news regarding the software being used, as well as a menu showing you what content you can administer. To submit a News Post, select the Posts menu item located in the left hand side.

From here, a list of your posts (if you have some already) will be shown. Otherwise, you will be presented with a list of all posts on the site. Click on the 'Add New' button at the top of the list. You will now see a screen similar to the screenshot below (Next Page).

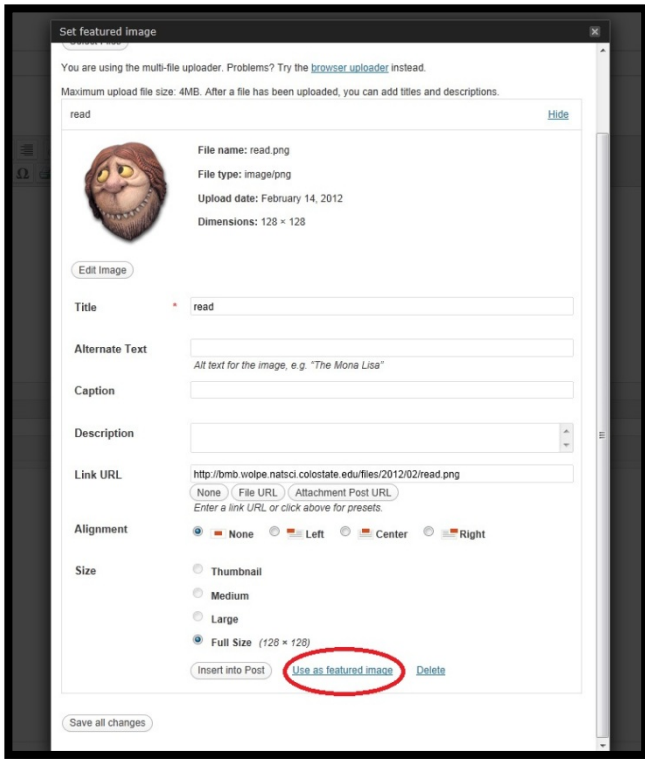There are four items that should be submitted with a News Post.
Title: This is the title of your News Post.
EXAMPLE: "Tingting Yao Named Boettcher Investigator"
Content: This is the article text or excerpt from the original article. It is important to link to the source if the content is not original.
EXAMPLE: "Dr. Tingting Yao is one of five faculty members in the state of Colorado to be selected as Boettcher Investigators for 2011 as part of the Webb-Waring Biomedical Research Program, which helps recruit, retain and advance scientific talent in Colorado. Dr. Yao is one of two faculty members from CSU to receive this honor, which comes with a three year, $200,000 grant. Please see http://www.news.colostate.edu/Release/5751"
Categories: For News Post articles, you can either leave it blank, or select 'General' – this will ensure the reviewer knows the posts intended destination.

Featured Image: The featured image is a small picture that will appear in the News Post list on the site. To add a featured image, simple click the 'Set Featured Image' link and choose your image by clicking the 'Select File' button. Once you have chosen your image, you will click on the 'Use as Featured Image' link at the bottom, and then close the dialog window by clicking on the 'X' in the top right. You will notice the selected image will now appear on the right side of your 'Add New Post' window.

Now that you have all of the information filled out, you should click on the 'Submit for Review' button in the top right. This will add your post to a list of 'Pending' posts, which will be reviewed by a site editor.