Logging In

1. Go to the following site: http://facm.umn.edu/login
   
   Note: You can also access the login screen by going to FM’s Drupal Training webpage and clicking on “click here to log in” (which is located on the right side of the page, below the Drupal logo).

2. Log in using your internet ID and password.

Reviewing / Approving a website for Publication

The following are the steps needed to review and/or approve a website.

1. Navigate to the webpage you need to review.
   
   Note: If you need to view a newly created page, your editor will need to provide you with the webpage’s address – e.g., https://facm.umn.edu/node/501/draft

2. You should now see some tabs between the breadcrumbs and the webpage content.

   - Click on the Revisions tab to see the notes

     Read notes here to see what was updated by your editor

     The View tab displays what the public currently sees

   - If you are logged in and do NOT see this menu, you are not authorized to sign-off on that page.

   - If you believe you should be, contact Janet Heller to update your user profile.
FM Drupal Site
Instructions for Content Approvers

- Click on the View draft tab to see the updates your Editor has made to the webpage.
- Once you have reviewed the updated webpage, Click on the Edit Draft tab.
- Scroll to the very bottom of the screen
- Click on the Publish options section.
  - If **everything looks good** with the updated page, do the following:
    1. Change the Choose an action from Needs Review to Published
    2. In the Log message for this state change box, add a message (like: approved, looks good, etc.)
  - If you **need additional updates** made, do the following:
    1. Change the Choose an action from Needs Review to Draft
    2. In the Log message for this state change box, add a message describing the update you need made.
      - You might also want to follow this with an email to your editor to let them know they need to make some additional changes.

Logging Out

Depending on your configuration you would log out using one of the ways listed below

**If you see the main admin menu bar**
1. then click on your username
2. Click on the Log out sub-menu item.

**If you DON’T see the main admin menu bar**
1. Go to the top of the screen, you should see a thin black bar.
2. On the right-hand side of that thin black bar, you should see the words log out (click on them).