

# Omni CMS Training

**Brad Seng**

Web Master

Marketing & Communications

 El Camino College

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## Apply & Register for Fall Classes

Fall classes begin August 27

[Learn More](#)



Community that believes in you and your power to succeed. We put guidance, support, and tips so you can take what you need and use it to excel in ways you never imagined. Together, we'll create a future that you can be proud of.



Transfer

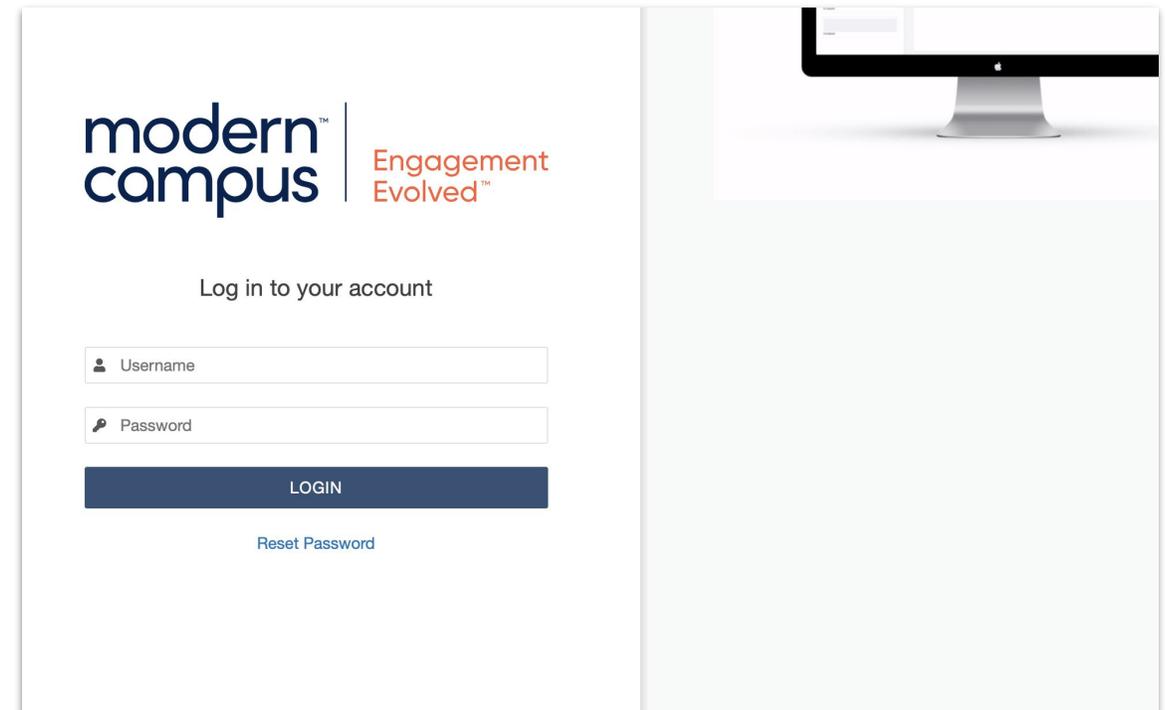
Career  
Education

## CREDENTIALS

# Omni CMS User Accounts

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- Not Single Sign-on (SSO) or connected to ECC System
- Your username is your email minus “@elcamino.edu” part
- Password is ECCWeb2022!
- Please change it to a more complex and secure password after the training session



modern campus | Engagement Evolved™

Log in to your account

Username

Password

LOGIN

[Reset Password](#)



## BACKGROUND

# Introduction

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- Brad Seng
- Marketing & Communications
- CSULB
- Here to help!

# Welcome!

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# Training Overview

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TRAINING

# Training Overview

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## What You'll Learn Today

- Logging In
- Getting to Know Omni CMS
- Overview of Pages and Sections
- How to Edit and Publish a Page
- Best Practices
- Q&A

# About the Website

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TRAINING

## Website Facts

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### A True Collaborative Effort

- Website has over 10,000 pages
- Over 200 editors
- Departments are responsible for editing their own webpages
- Web Master provides training and support

## BACKGROUND

# How the Website Works

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From editing to publishing

## Before You Submit Your Webpage:

Webpage editors will use Omni CMS to edit their page.

- Confirm content is accurate.
- Check spelling, grammar and punctuation.
- Ensure that all content is accessible and links work.
- Delete old or no longer useful content.

**Note:** Once page is sent for publish, it will be unavailable for editing until the Web Master either publishes the page or declines it and sends it back for more edits.

## BACKGROUND

# How the Website Works

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From editing to publishing

## After You Submit Your Page:

Web Master will check:

- Spelling, grammar, punctuation
- Accessibility compliance
- Conforms to brand guidelines
- Correct snippet usage

If approved, the webpage editor will receive an email notification.

If declined, an email containing edits will be sent.

Approval timeframes range from 24-48 hours, Monday through Friday.

## RESPONSIBILITIES

# Web Master

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- Publishing pages
- Omni CMS support to staff
- Brand guidelines compliance
- Accessibility
- Deleting, moving, overwriting, archiving files
- Create new pages
- Working with Omni CMS support to resolve issues

# Webpage Editors

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- Edit existing pages
- Requesting new pages/sections
- Accuracy of content (ex. hours)
- Spelling and grammar
- Links are correct
- Accessibility (ex. alt text, captions)
- Site file organization (images go in images folder, documents go in docs folder)

# What is Omni CMS?

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## BACKGROUND

# What is Omni CMS?

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Content Management  
System

Omni CMS (formerly OU Campus) is a web content management system used by ECC to manage the website.

## Why We Use Omni CMS:

- Approval workflows
- Accessibility checks built in
- User and access management
- Only a web browser is required (no special software required)
- Used by many other colleges and universities
- Excellent support and help documentation

# Logging In

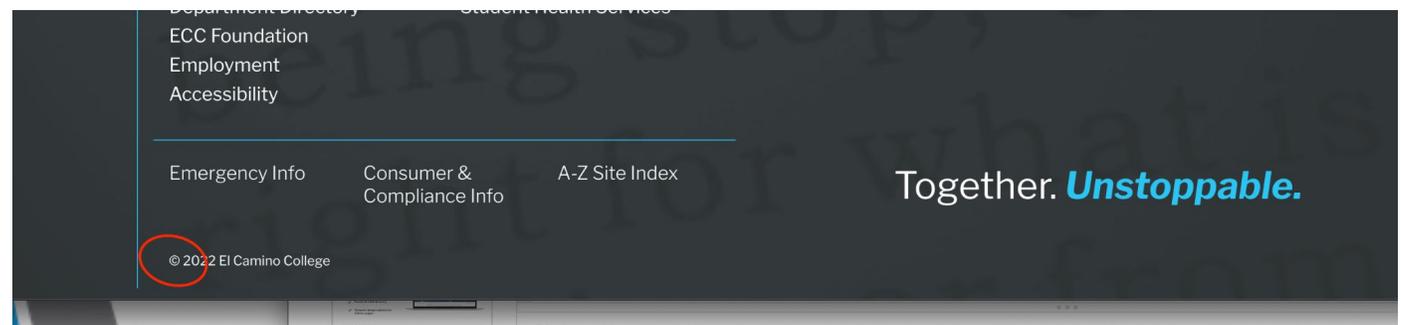
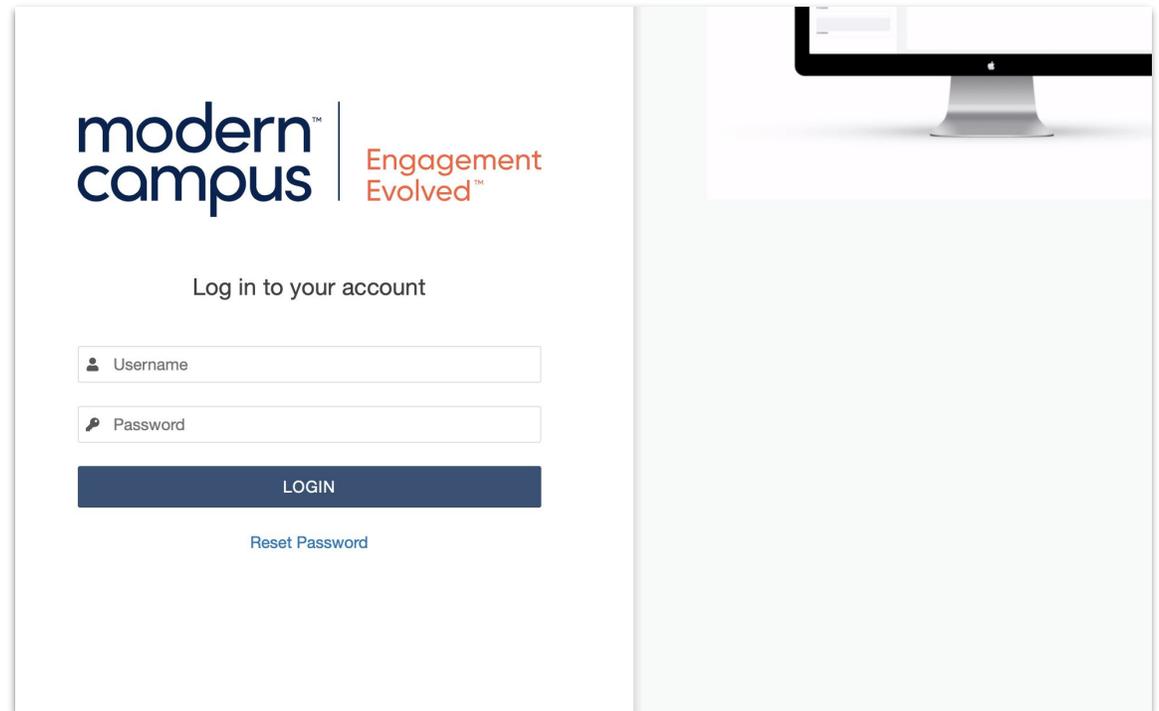
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## CREDENTIALS

# Logging In

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- Direct edit button in footer
- Bookmark Omni CMS Log-in Page: [www.elcamino.edu/omni](http://www.elcamino.edu/omni)
- Your username is your ECC email without '@elcamino.edu'



# Omni CMS Overview

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# Design with Snippets

## Thank You!

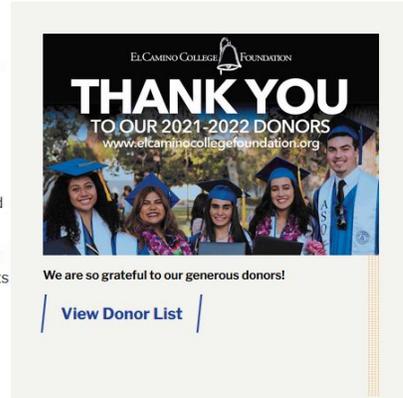
Thank you to all our generous 2021-2022 donors!

Nearly \$2.2 million in contributions were received by the Foundation in support of our many student success programs and initiatives. [View our complete donor listing.](#)

## Donate Today

When you support the El Camino College Foundation, your donation makes a direct impact on access to higher education and sustainable employment opportunities.

[Browse programs you can contribute to through the Foundation](#) and find out how you or your organization can support our students and the El Camino College community.



**600+**

Scholarships provided annually

**\$700K+**

Amount of scholarships awarded annually

**\$2.3M**

Funds raised by the Foundation in 2020-21

## How it Works

Browse through this easy and interactive jobs board site to find the perfect employee/employer. If you need help with general job search assistance, visit [Resources for Students](#) for more information.



### For Students

Find jobs and network with local employers both big and small.



### For Employers

Easily create an account and start posting job opportunities.



### For Parents

Help your student discover new and exciting career paths.



### Career Education



### Events

## Certificates

### Welding Certificate of Achievement



### Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous Certificate of Accomplishment



With courses that cover gas tungsten arc welding, this certificate prepares you for a career in a wide array of fields related to welding.

- Develop skills in welding ferrous and non-ferrous alloys in flat, horizontal, vertical, and overhead positions.
- Acquire proficiency in blueprint reading, layout, structural fabrication, and pipe welding.
- Consider a variety of welding careers in construction, manufacturing, maintenance, and other highly in-demand fields.
- Prepare yourself for employment, or, if you're already employed, take advantage of opportunities to upgrade your skills.

### Semi-Automatic Welding Certificate of Accomplishment



### Shielded Metal Arc Welding (SMAW) Structural Steel Certificate of Accomplishment



### Structural Steel Fabrication Certificate of Accomplishment



## How do I apply to the MESA Program?



“ MESA helped me to meet my goals by fostering a community where I could access tutoring and counseling specialized for science students. With MESA, I was part of an academic community where we could form study groups and excel despite the rigor of our classes.”

Jessica De La Cruz, Aerospace Engineering Graduate

[Read Jessica's Story](#)

[Frequently Asked Questions](#)

[Research & Internship Opportunities](#)

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# Getting to Know Omni CMS

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## Dashboard

- Recently accessed files
- Bookmarks
- Inbox for admin messages
- List of checked out Files

## Pages Listing

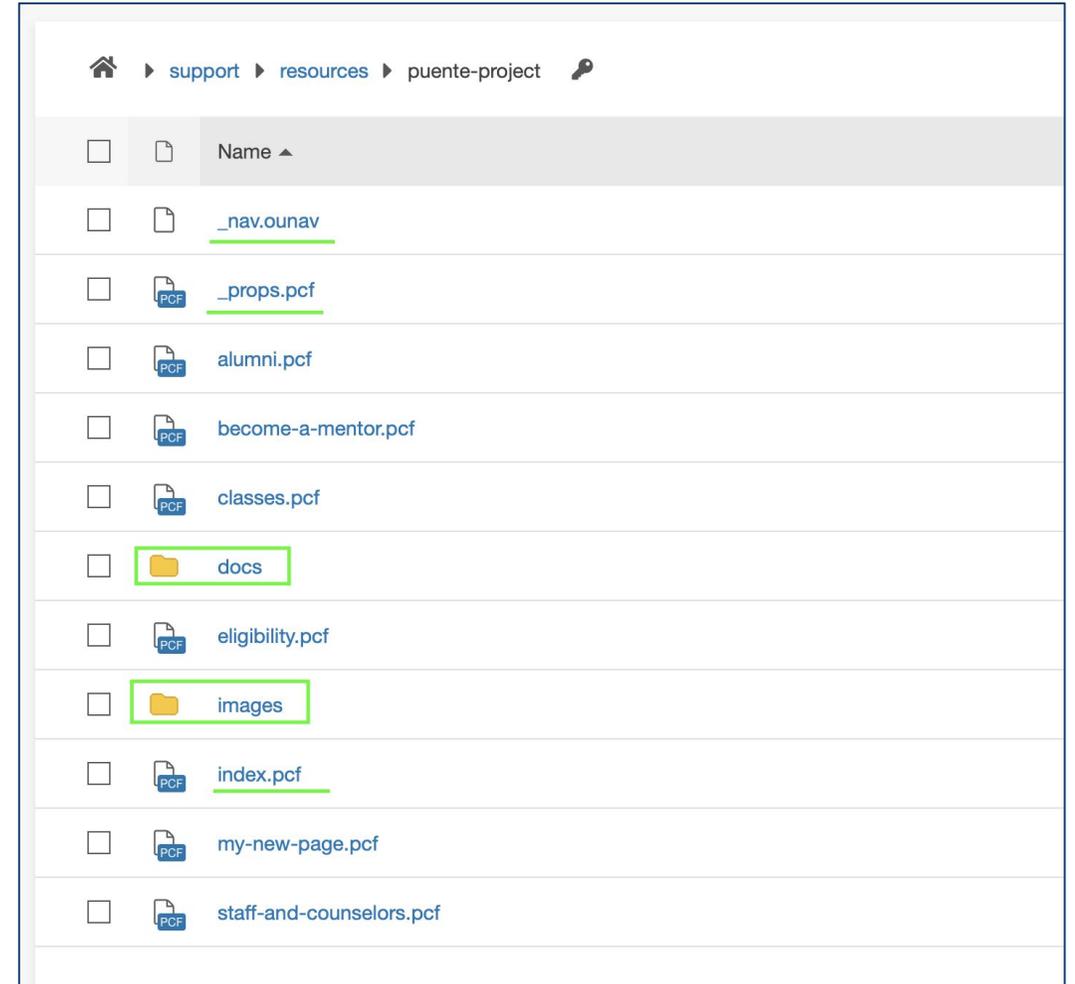
- Matches URL Structure
- Index is the landing page or main page
- Greyed-out = No Access
- Delete/Move/Overwrite contact Web Master

## Editor

- Look for the Green “Main Content” button (under edit tab)
- Use snippets
- Avoid font style, size and color changes.

# Overview of a Section

- A section is a folder containing the webpages for your department or program.
- At minimum, there is:
  - index.pcf
  - \_props.pcf
  - \_nav.ounav
- Be sure to create an **images** folder and a **docs** folder in your section.
- Avoid spaces and underscores in file names. Use dashes instead.



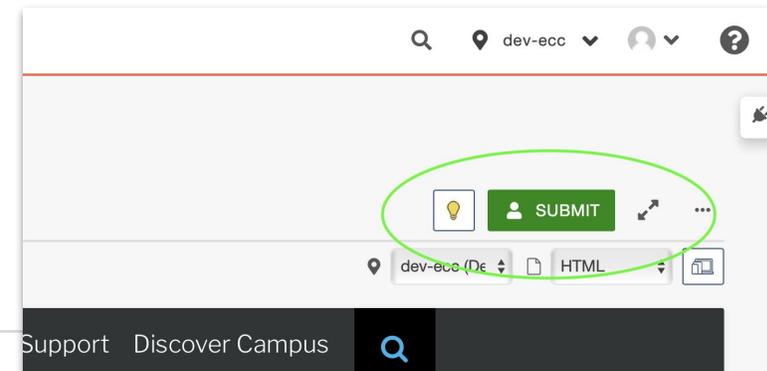
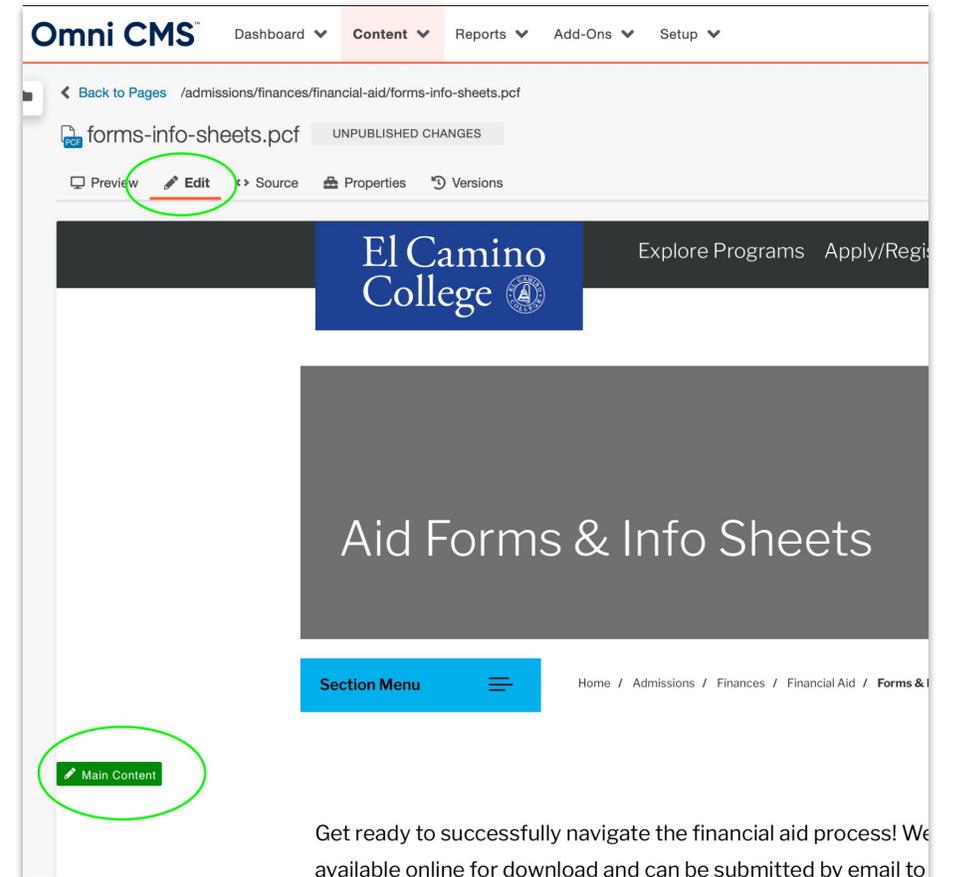
# Edit & Publish Webpages

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## CONTENT CREATION

# How to Edit and Publish a Page

- Navigate to the page you plan to edit
- Click the copyright symbol at the bottom
- Click the edit tab, then click the green “Main Content” button
- Make edits and proofread the page
- Click the “Submit” button, enter a brief description of edits and send to Web Master for review and publishing



# Best Practices

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# Best Practices

## Be Accessible

- It's a legal requirement
- Use alt tags on images
- Do not post text as images
- Convert PDF to HTML
- Contrast colors, use ECC brand colors to avoid issues
- Use descriptive link text, avoid "Click here"

**Alternative Text:** Be sure to caption all images!

Insert/Edit Image

General

Advanced

Source

id-communications/images/sample-text.jpg

Alternative description

Short description of what's in the photo.

Image title

Title the image!

Width: 1275 Height: 1650

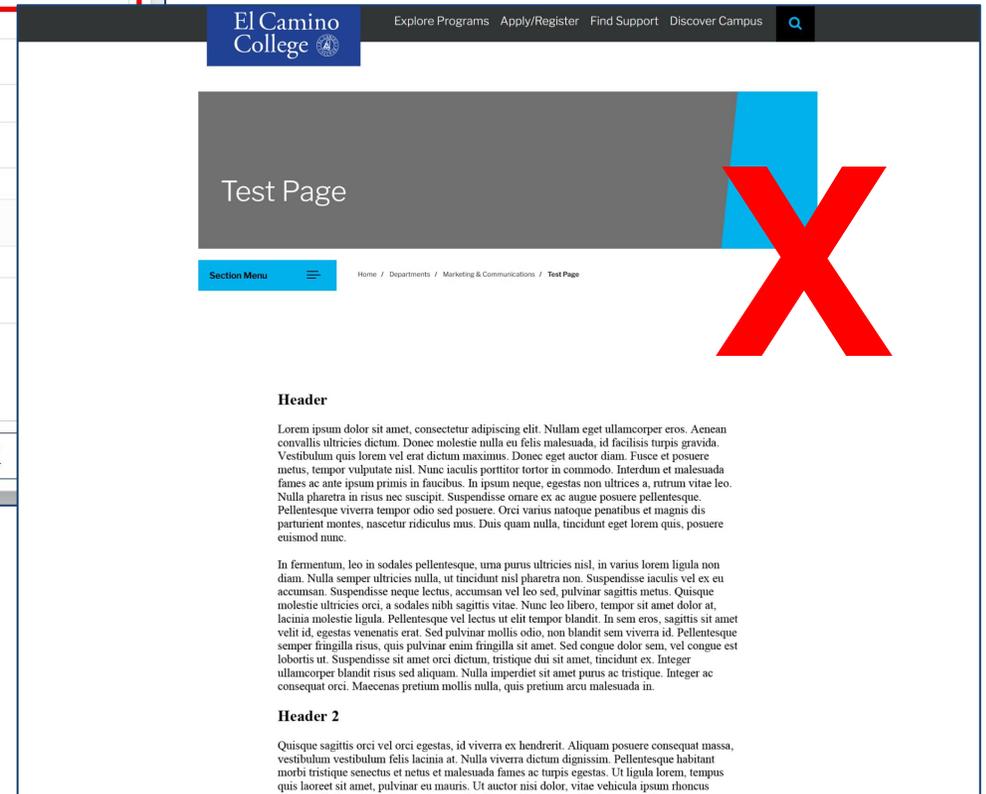
Class: (not set)

Custom Class:

ID:

CANCEL

**Text as Images:** Avoid posting PDFs or text as images.



# Best Practices

## Scannable Content

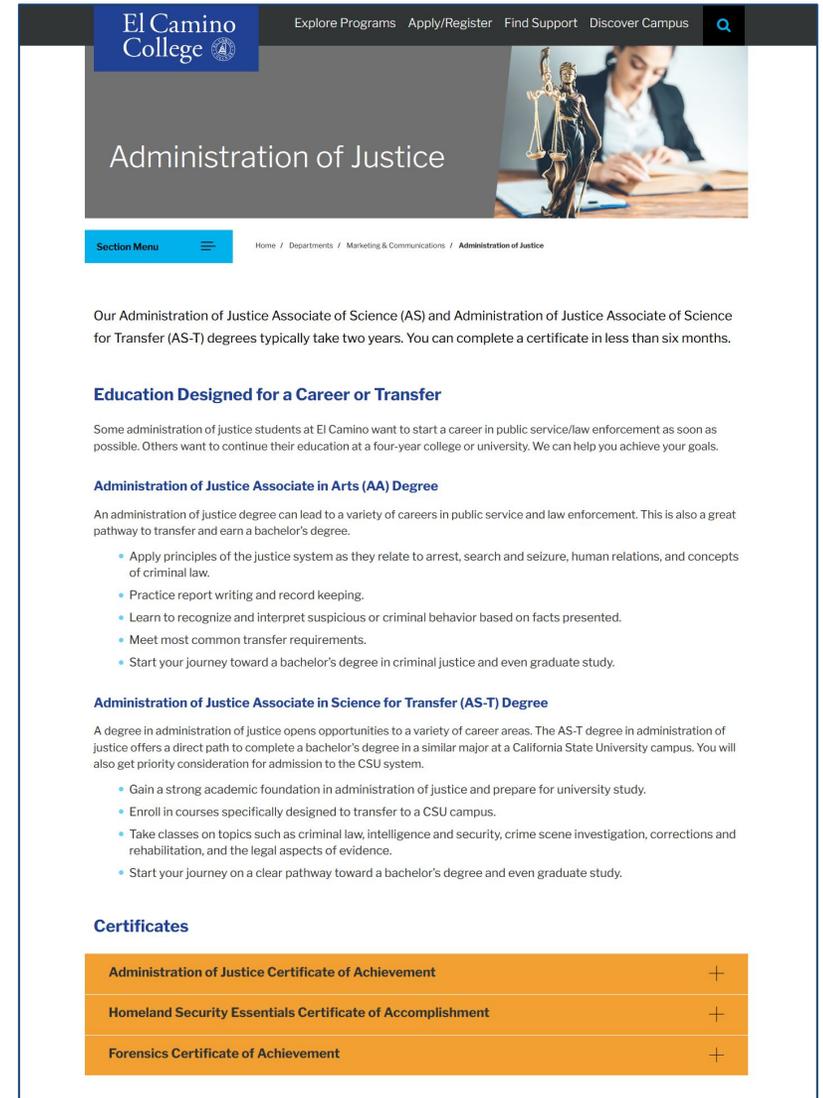
- Keep it short and scannable
- Avoid walls of text, consider using accordion snippets or cards
- Use H2, H3, etc., to break up content
- Keep section menu short, limit to 5 or 6 links

### BEFORE



**Text Formatting:** Use headers and snippets to break up copy. Formatting copy makes it easier to read and scan.

### AFTER

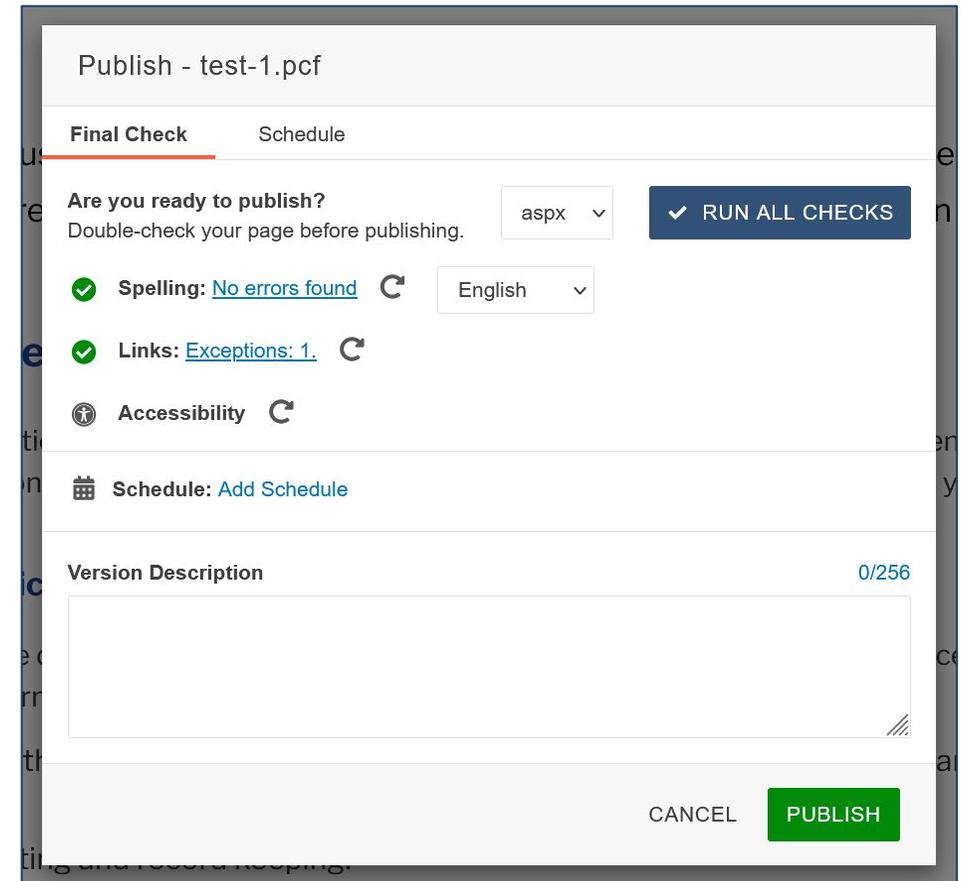


# Best Practices

## Editor

- Stick with the default font, text size, and colors
- Let snippets handle the design and make sure the content is great.
- Run the spell check tool and make corrections manually (right click does not work)
- Be sure to check grammar! Omni CMS does not have grammar check.

**Double-Check Your Work:** Be sure to proofread your content carefully and run spell check before submitting for publishing.



# Questions?

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# Contact Information

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**Brad Seng**

[bseng@elcamino.edu](mailto:bseng@elcamino.edu)

Web Master

Marketing & Communications

## Snippets Training

Take your webpage to the next level and learn how to use snippets!

### Upcoming Dates:

- To be announced

Please email

[webmaster@elcamino.edu](mailto:webmaster@elcamino.edu)