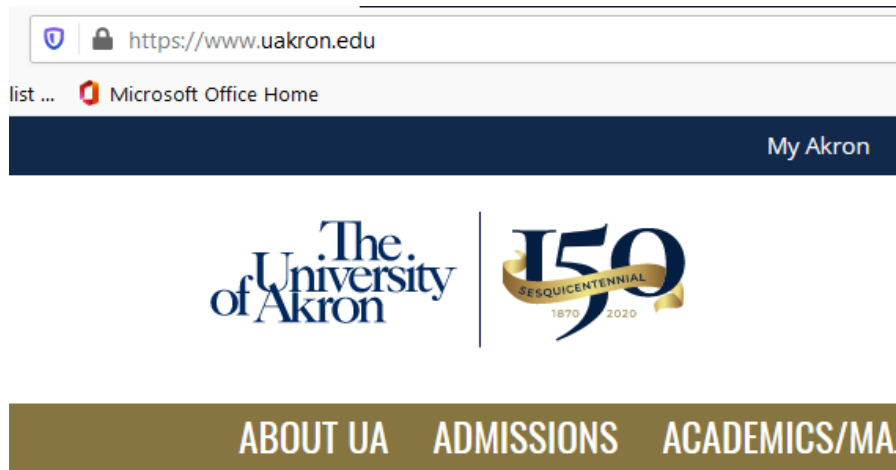


Logging In and Out of DotCMS

Once you have access, you can log into dotCMS by starting at the UA Homepage:

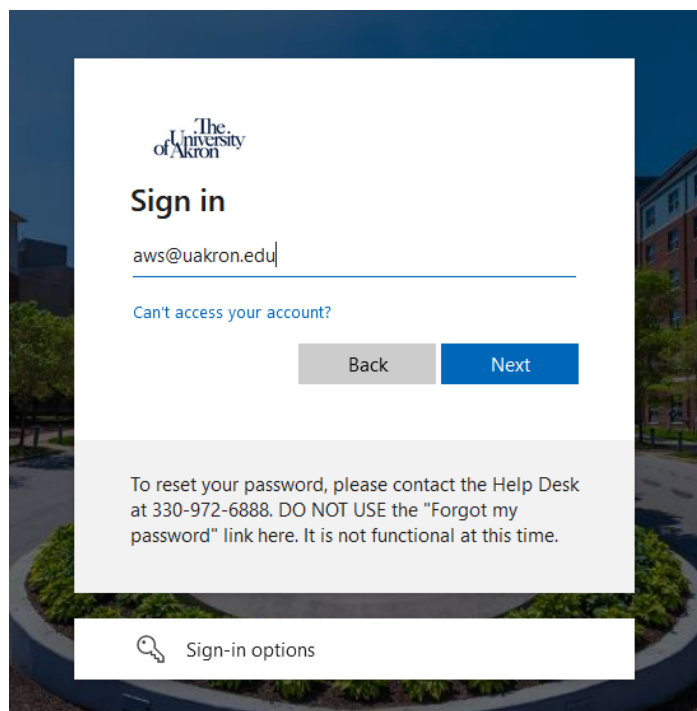


In the address bar, add in a /c to the end and hit Enter on your keyboard:



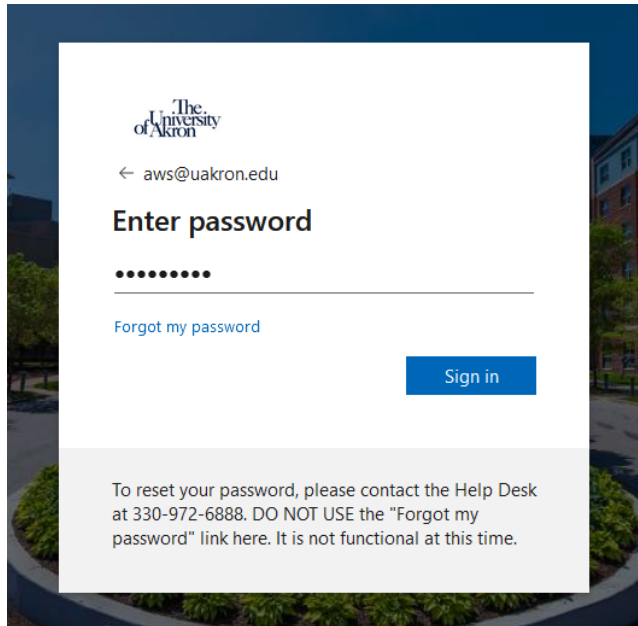
dotCMS is now making use of the Azure sign-in system from Microsoft. This is the same system we use to connect to office.com – and uses the same UAnet credentials.

You'll see this screen:



Enter your full UA Email address, then click Next.

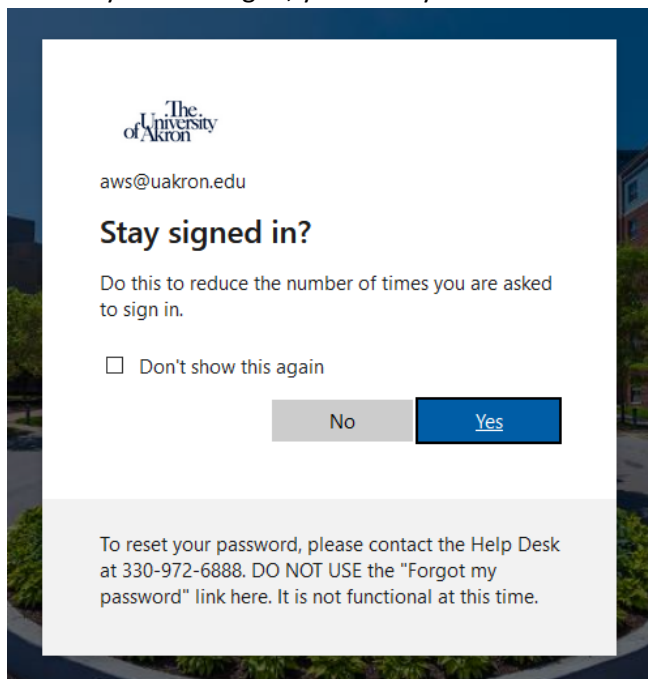
You'll then be taken to a screen to enter your password:



The screenshot shows a login interface for The University of Akron. At the top is the university's logo. Below it, the email address 'aws@uakron.edu' is displayed with a back arrow to its left. The main heading is 'Enter password'. Underneath is a password input field represented by a series of dots. To the left of the input field is a blue link that says 'Forgot my password'. To the right is a blue 'Sign in' button. At the bottom, a light gray box contains a message: 'To reset your password, please contact the Help Desk at 330-972-6888. DO NOT USE the "Forgot my password" link here. It is not functional at this time.'

Enter your current UAnet password, then click Sign In. If you need your password reset, please contact the IT Service Desk <https://www.uakron.edu/helpdesk/>

If this is your first log-in, you'll likely see this screen asking if you would like to stay signed in:

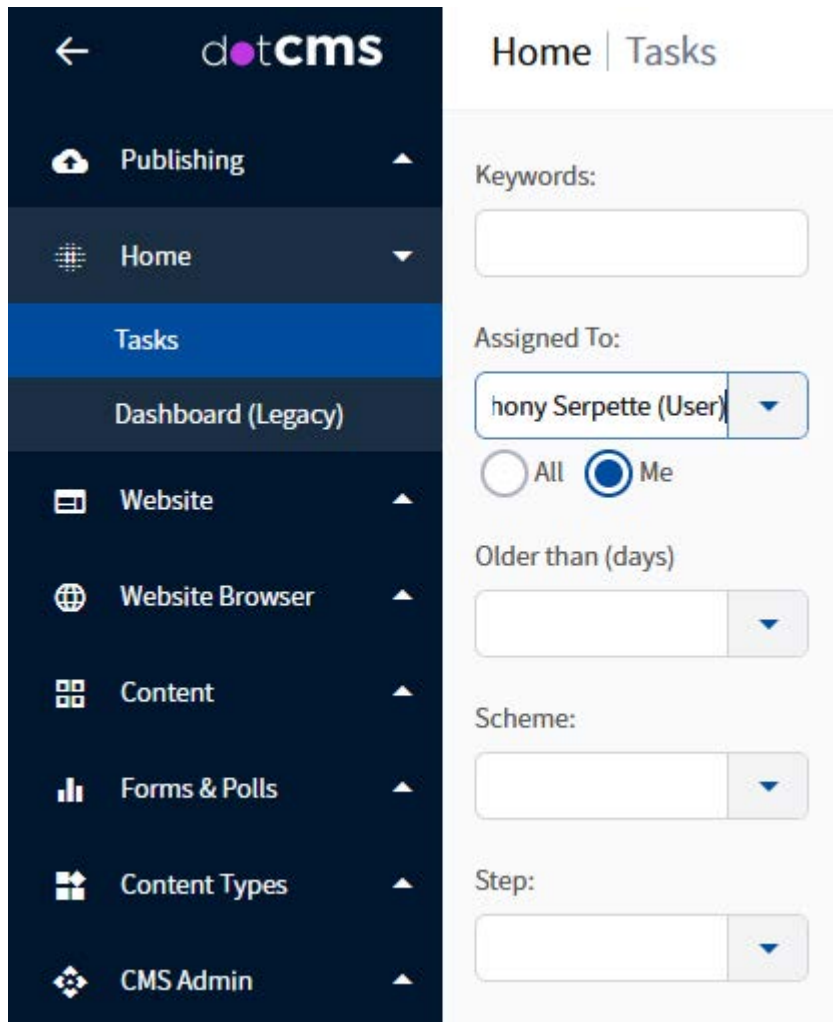


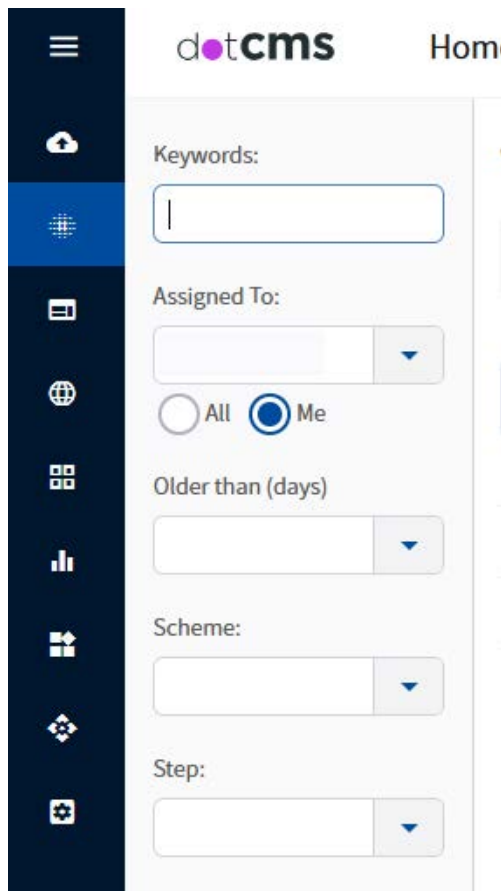
The screenshot shows a login interface for The University of Akron. At the top is the university's logo. Below it, the email address 'aws@uakron.edu' is displayed. The main heading is 'Stay signed in?'. Below this is a message: 'Do this to reduce the number of times you are asked to sign in.' Underneath is a checkbox with the text 'Don't show this again'. To the right of the checkbox are two buttons: a gray 'No' button and a blue 'Yes' button. At the bottom, a light gray box contains a message: 'To reset your password, please contact the Help Desk at 330-972-6888. DO NOT USE the "Forgot my password" link here. It is not functional at this time.'

dotCMS users in high-traffic areas are encouraged to *not* stay signed in.

Periodically, you may be asked for verification via the Multifactor Authentication (MFA) when signing in. This is usually done by sending a notification to the Authenticator on your mobile device. Follow the prompts as indicated and contact the IT Service Desk if you have any difficulties.

With a successful log-in, you will be taken into dotCMS. The left-hand menu may be open or closed – either of these are valid to start:



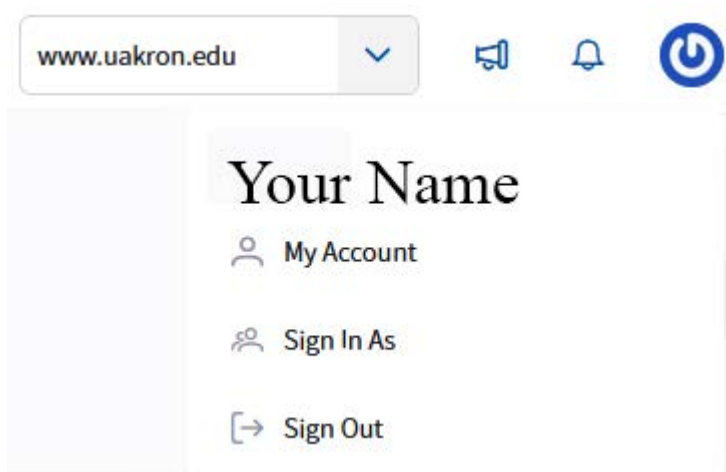


The menu is easier to use when it's "open" – click the three horizontal lines (the "hamburger menu") to open the menu if it's closed. Note: you may not see all the icons shown here.

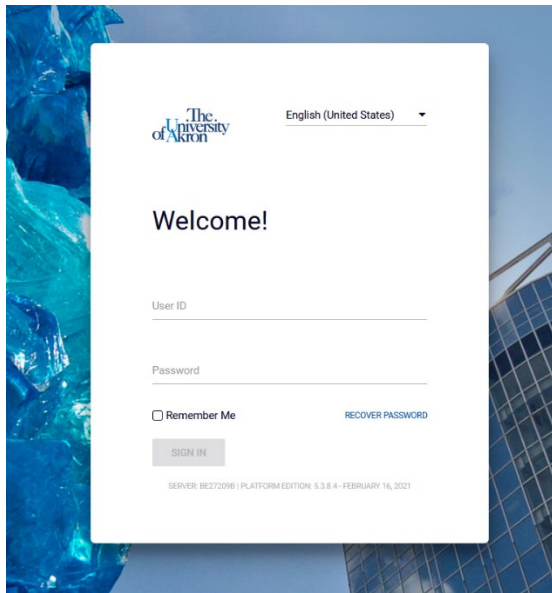
When you are done using dotCMS, you can sign out by clicking the icon in the upper right corner of the screen.



This will open a small menu with an option to Sign Out:



When you log-out, you will be taken to this screen:



Close your browser to complete the log-out process.

Notes:

1. If you need to log back in - start with <https://www.uakron.edu/c> The “Welcome!” screen for dotCMS will not work with your UAnet ID and password.
2. If you are already logged in with another application, going to <https://www.uakron.edu/c> may bypass the log-in screen.