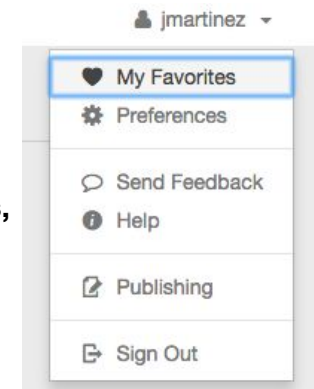


Quick Start Guide - Getting Started

Welcome to OneCampus! You are probably excited and curious as to the best place to begin. Well, you have come to the right place!

Below you will find a series of steps to help get you started on building out your instance of OneCampus. It is important to follow this workflow before you begin building tasks.

1. Type the URL of your OneCampus into your browser and click **Sign in** in the upper righthand corner.
2. Your name will now appear in place of Sign In. Click on your name and you will get a drop down menu.
3. Click on **Publishing**. This is the starting point for your setup and all administrative activities in OneCampus.
 - Publishing functions are grouped into six categories along the left side of the screen: **Task Settings, Filter Settings, Data Settings, Brand Settings, Advanced Settings** and **Reporting**
4. Customize the look and feel to match your institution, by updating the **Header and Footer** with your logo(s), colors, branding, etc. [See Quick Guide on Maintaining Header & Footer / CSS](#)
5. Set up your **Roles**. [See Quick Guide on Maintain Roles](#)
6. Add the **Categories** you plan to have on your site (more can always be added later). [See Quick Guide on Maintain Categories](#)
7. Add **Contacts**. [See Quick Guide on Maintain Task Contact Info](#)
8. Build out a collection of **Tags**. [See Quick Guide on Maintain Tags](#)
9. Add **Publishers**. [See Quick Guide on Maintain Publishers](#)
10. Now, you are ready to create your first **Task**! [See Quick Guide on Maintain Tasks](#)



11. After setting up a few Tasks, you can then choose to Feature Tasks via Carousel or Dynamic Category. [See Quick Guide on Maintain Featured \(Carousel\)](#) or [the Quick Guide on Maintain Featured \(Dynamic Category\)](#)
12. You can also bundle similar tasks into groups called **Task Centers**. [See Quick Guide on Maintain Task Centers](#)

There are LOTS of other customizations you can make to OneCampus (see individual Quick Guides for more details) but the above steps should help get you off to a strong start.

A few callouts that apply throughout OneCampus:

- All fields that are **red** are required and must be completed before being able to “save” the page.
- You will see a field called **Unique Key** as you build out certain areas. Just as the name implies it must be unique and may include only lower-case letters, numbers, or dashes (no spaces).
- All images must be uploaded as .PNG or .JPG file only (no .GIF or other file formats)