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Preface

This documentation is intended only for use by teams in Michigan Tech's Enterprise program, for both creating and updating their own website using the provided template. The website template files referenced in this documentation can be found on the [Enterprise Student Resources website](#). To access the site, you will need to login with your Michigan Tech SSO credentials.

1. cPanel Setup

## 1.1 Acquiring a Subdomian and cPanel

Note: If your enterprise already has a cPanel and enterprisename.enterprise.mtu.edu subdomain from Michigan Tech IT, skip to [section 1.4](#) below.

cPanel is the online web hosting control panel that will be used to configure new enterprise websites. Michigan Tech cPanels are maintained by Michigan Tech IT, and hosted on MTU servers.

If your enterprise does not already have a cPanel and domain name that ends in enterprise.mtu.edu (for example, itoxygen.enterprise.mtu.edu, where itoxygen is replaced with your enterprise name) you will need to request one from IT. To do this, send an email to IT at it-help@mtu.edu and ask them to create an enterprise.mtu.edu cPanel for your enterprise. They will respond with the cPanel URL, default username, and default password.

1.2 Update Your cPanel Contact Information

Login to your cPanel using the credentials provided by IT. The login URL should look like "https://enterprisename.enterprise.mtu.edu/cpanel" (i.e. append /cpanel to the URL that IT provided you). From the cPanel dashboard, click on your username in the top right corner and then click on "Contact Information". Update the primary email address used to receive account notifications and then click "Save".
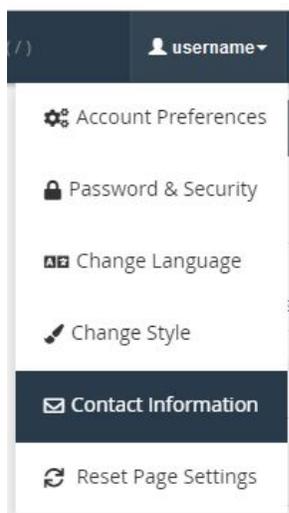
1.3 Changing Your cPanel Password

From the cPanel dashboard, click on your username in the top right corner and then click on Password & Security. Enter the password given to you by IT in the "Old Password" box, create a new password, and then click the blue "Change your password now!" button.

1.4 Checking the PHP Version

Note: This step may not apply if you have a brand new cPanel.

To check your site's current PHP version, click on "MultiPHP Manager" in the Software section of the cPanel Dashboard. Select your site from the list, set the PHP version to the newest 7.x release (as of this writing, PHP 7.3), and click "Apply". Alternatively, you can select "inherit" to use the server's default PHP version.
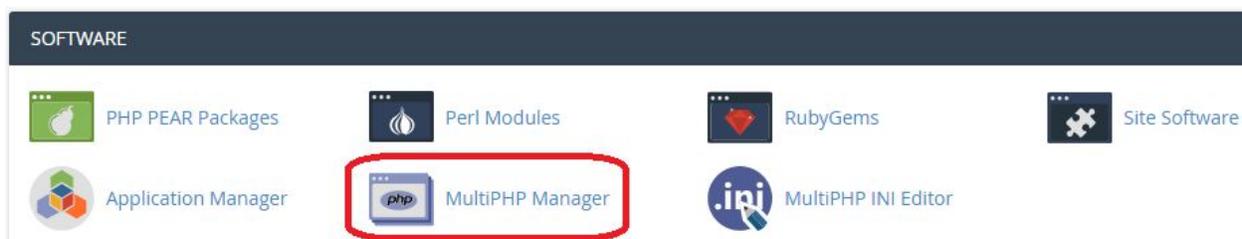
1.5 cPanel Troubleshooting

In most cases, you won't need to use cPanel to make changes to your site after the initial configuration. If you have issues with cPanel itself not working, please contact Michigan Tech IT at it-help@mtu.edu or 906-487-1111 (cPanel is hosted on MTU servers).

2. Website Template Setup

Note: Red text in this section denotes very important information or details specific to your enterprise.

2.1 Download the Template Files

Login to the Enterprise Student Resources website using your Michigan Tech SSO credentials and download EnterpriseTheme.zip and PagePlugin.zip to your local computer.

## 2.2 Installing WordPress on Your cPanel

1) Login to your cPanel using the credentials provided by IT. The login URL should look like "https://enterprisename.enterprise.mtu.edu/cpanel" (i.e. append /cpanel to the URL that IT provided you).
2) Click on "WordPress Manager" in the Applications section of the cPanel dashboard (at the bottom of the page).

3) **If this is the first time installing WordPress on your cPanel, skip to step 4 below.** If WordPress has been previously installed (i.e. this is not a new cPanel), your current installations will appear in a list on this page. It is not recommended by IT to install multiple instances of WordPress on the same cPanel. You have several options:
    ○ Option 1: Request a new cPanel/subdomain from IT (recommended if you need to keep your existing WordPress installation). Go back to step 1.1
    ○ Option 2: Backup your existing files and uninstall your current WordPress installation. See section 4.3 for detailed information on how to backup your cPanel. After your backup is complete, go back to the cPanel dashboard and click "WordPress Manager" again. To uninstall, first click the blue "New Site" button. Then switch to the "Uninstall" tab, select your domain name, and click the blue "Uninstall" button. (If uninstallation fails, see section 4.4 for more information.)
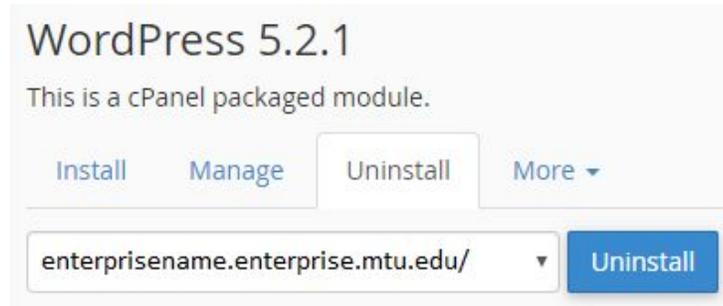
Continue to step 4. Make sure to leave the sub-folder textbox empty in step 5:
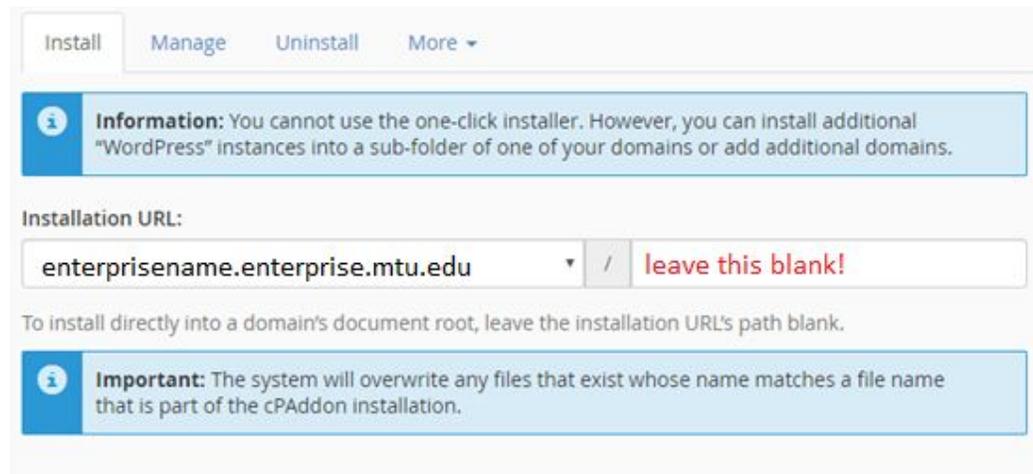
4) Click the blue "New Site" button
5) Click "Show Advanced Configuration"
   ○ *Note: If you get the message below, then you are already using the advanced configuration*
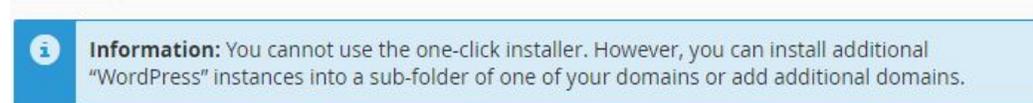
   ○ **Installation URL:** Leave as default
   ○ **Admin User:** admin
   ○ **Admin Password:** Create a password for the WordPress admin account
   ○ **Email:** Webmaster email address for your enterprise
   ○ **Blog Name:** Your enterprise name
   ○ **Blog Description:** Student Enterprise
   ○ **Table Prefix:** Leave as default
   ○ **MySQL Database:** Leave as default ("Create New Database")
6) Click the blue "Install" button and wait approximately 15-30 seconds for WordPress to install itself. You should see a green success message like the one below when the installer is finished:
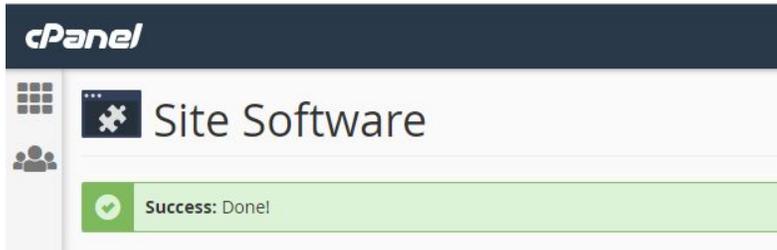
7) You can log out of cPanel now. Make a note of your WordPress username and password for the next section.

2.3 Installing the Enterprise theme

Note: Section 2.3 should be completed in one sitting to avoid potential issues. This should take approximately 20-30 minutes.

1) Login to the WordPress Administrator Interface using the username and password you created in the last section. The login URL should be https://*enterprisename*.enterprise.mtu.edu**/wp-login.php**

2) In the left-hand sidebar, hover over "Appearance" and click "Themes". Locate "Twenty Seventeen", hover over it, and click "activate" to set it as the current theme. (*Note: If "Twenty Seventeen" is not one of the available themes listed, you can install and activate it by clicking "Add New Theme" and searching for it in the WordPress theme catalog.*)
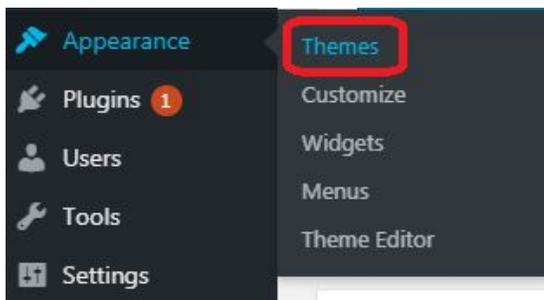
3) In the left-hand sidebar, under "Appearance", click on "Customize". In the Customization menu that appears, click "Menus", then "Top Menu". Delete all of the pages and custom links that are currently part of this menu (Including "Home"). Then, under menu options on the sidebar, check the "Automatically add new top-level pages to this menu" box **(important!)**. When you are finished, click the blue "Publish" button at the top and then the "X" in the top left to go exit the theme customizer.
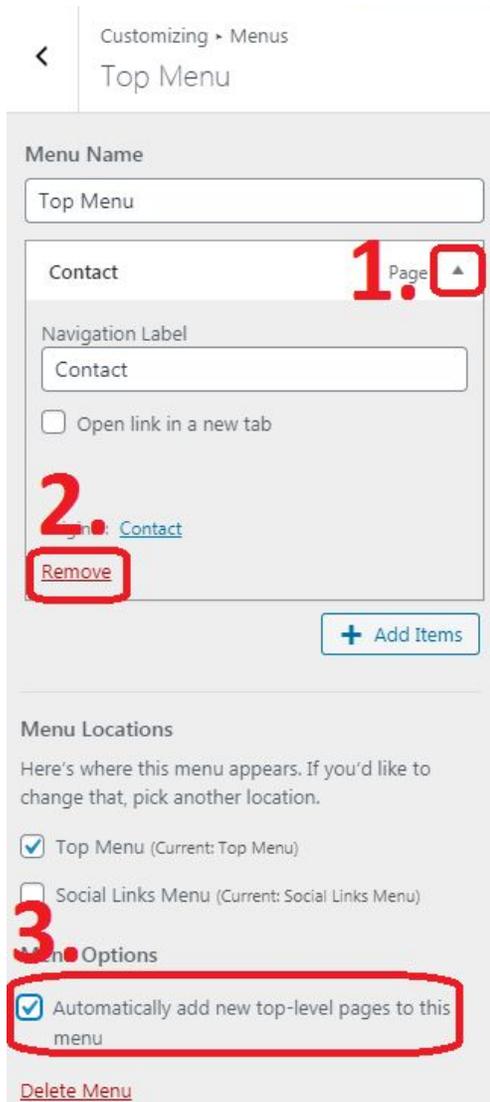
4) In the left-hand sidebar, hover over "Pages" and click "All Pages". Check the boxes next to all existing pages, click the "Bulk Actions" dropdown near the top, choose "Move to Trash", and click "Apply". At this point, there should be no pages listed.

5) In the left-hand sidebar, hover over "Settings" and click "Permalinks". Under common settings, select the circle next to "Post name" and then click the blue "Save Changes" button at the bottom of the screen.

6) In the left-hand sidebar, hover over "Plugins" and click "Add New". Click the "Upload Plugin" button near the top of the page. Click "Choose File". Locate the PagePlugin.zip file you downloaded to your computer in section 2.1 and double-click it to upload. Then click "Install Now".
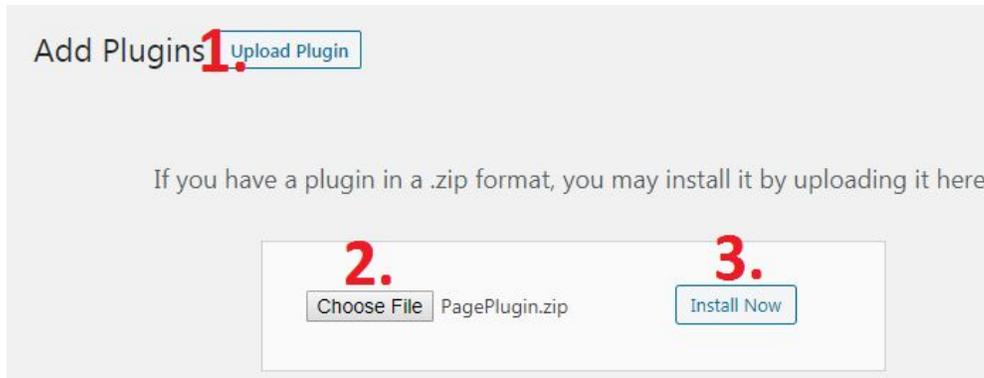
7) Click the "Activate Plugin" button to activate the "MTU Enterprise Website Template" plugin. Wait approximately 20 sections for the plugin to configure your site in the background. Please DO NOT open, close, or reload any WordPress related browser tabs during this time! (If you do, the script might get stuck or run multiple times).

8) After 15-20 seconds, the plugin script will be done running. Deactivate the "MTU Enterprise Website Template" plugin and delete it from the plugins page. (If you leave the plugin activated, the script may run multiple times and cause issues with the site).

9) After deactivating the plugin in step 8, in the left-hand sidebar, hover over "Pages" and click "All Pages". There should be 7 default pages created - Home, About, Contact, Sponsors, Teams, Enterprise, and Calendar. *(If there is more than 1 copy of each page (for example, 14 pages, 2 of each default), the error was most likely caused by opening, closing, or reloading any WordPress related browser tabs while the plugin script was running. Delete the plugin and go back to section 2.3, Step 3 above.)*

10) In the left-hand sidebar, hover over "Settings" and click "Reading". Click the circle next to "A static page (select below)". Set the Homepage: to "Home". Everything else can be left as default. Click "Save Changes" at the bottom of the screen.

11) In the left-hand sidebar, hover over "Appearance" and click "Themes". Click "Add New Theme" and then "Upload Theme" near the top of the page. Click "Choose File". Locate the EnterpriseTheme.zip file you downloaded to your computer in section 2.1 and double-click it to upload. Then click "Install Now". Lastly, make sure to click to activate the "MTU Enterprise Website Template".
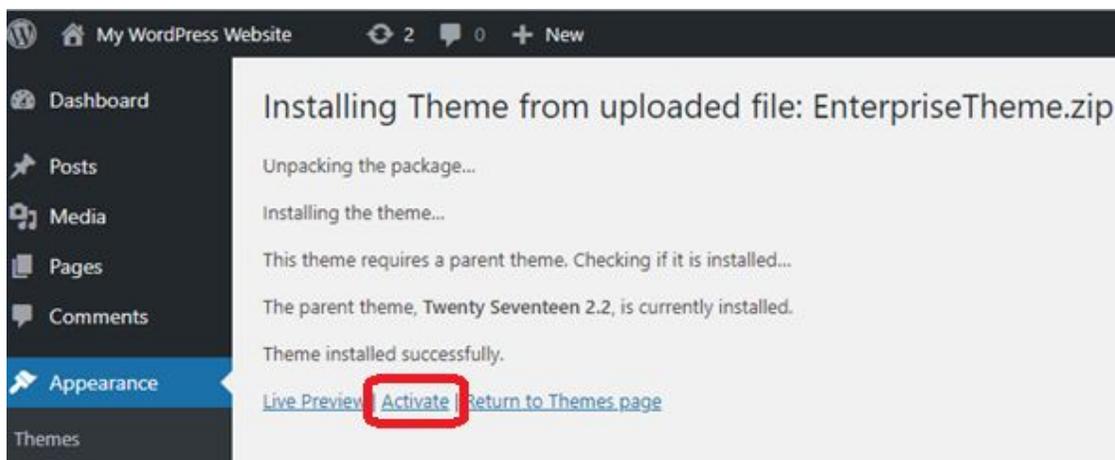
2.4 Important Final Customizations

2.4.1 Creating a Login Widget

To make logging in to your site simpler, you can easily create a login widget that lives in your site's footer. To begin, navigate to your WordPress dashboard.

1) In the left-hand sidebar, hover over "Appearance" and click "Widgets".
2) Expand the Footer 1, Footer 2, and Blog Sidebar sections and update or delete any existing widgets.
3) Click and drag the "Custom HTML" widget from the left side of the page to "Footer 1".
   - **Title:** Webmaster Login
   - **Content:** Webmaster Login
4) Click "Save"
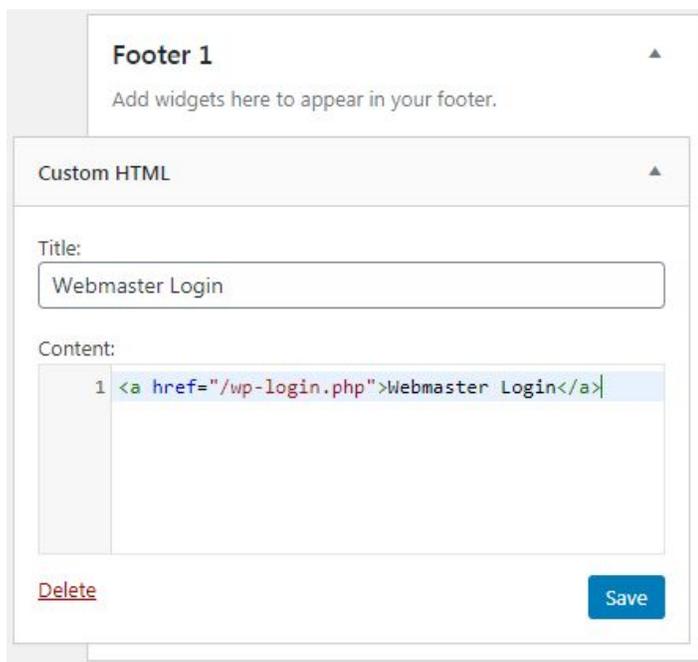
2.4.2 Updating WordPress

You many need to update WordPress after the initial installation. After that, most security updates will be applied by IT automatically. To update, login to the WordPress Dashboard and click the "Please Update Now" link at the top of the screen.
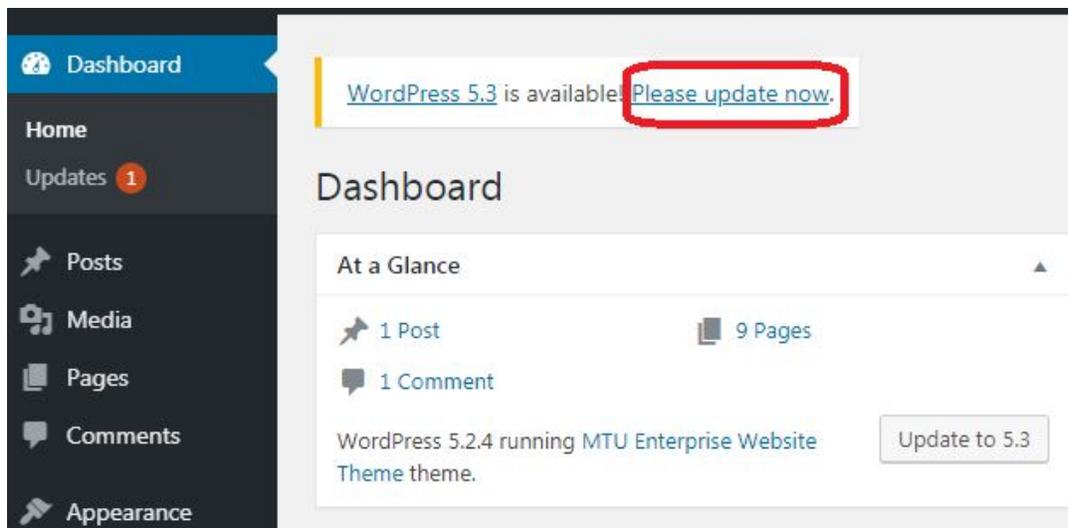
2.4.3 Adding Header Media

Your header media is the image, video, or slideshow that appears at the top of all your pages. You can change it using the steps below:

1. In the left-hand sidebar, hover over "Appearance" and click "Customize"
2. Click "Header Media"
3. Upload a video or picture(s) for the header media that will appear on all pages.

2.4.4 Editing Default Pages

The 7 default pages created by the template are fill-in-the-blank style and should be updated with information relevant to your enterprise. The minimum requirement is a home page and an enterprise program page. Beyond that, feel free to add, remove, and edit the pages and style of your website as you see fit!

3. WordPress Usage

3.1 Minor Adjustments

This section will detail how to change the little things about the website, such as the name of the site, logos, and favicon. First, navigate to the WordPress dashboard. In the left-hand sidebar, hover over "Appearance" and click "Customize". Under site identity, you can change the site title, tagline, favicon (icon on your browser tab), and add a logo to the webpage. Under colors you can select a different color scheme if you would like (if doing a custom color scheme, please make note of section 4.1 on ADA compliance).

3.2 Adding and Removing Pages

By default, the template comes with a multitude of pages. These include the home page, about page, team/members page, sponsors page, enterprise page, contact page, and calendar page. You do not need to use all of these pages if you so choose, and can create new pages with whatever you would like on them. The exception to this is the enterprise page, as the Enterprise department would like to have a page linking back to their website.

To view all of your pages, click on "Pages" on the black sidebar on the left side of your screen.

3.2.1 Updating a Standard Page

Most pages on your website, like the Sponsors, About, or Contact are largely text/image based. Standard pages like these can be edited using the WordPress editor. To update a page with the editor, first login to WordPress using your webmaster account. On the side menu, navigate to the "Pages" tab. From here, you can see all of the pages that are currently part of your website. It should look something like this:
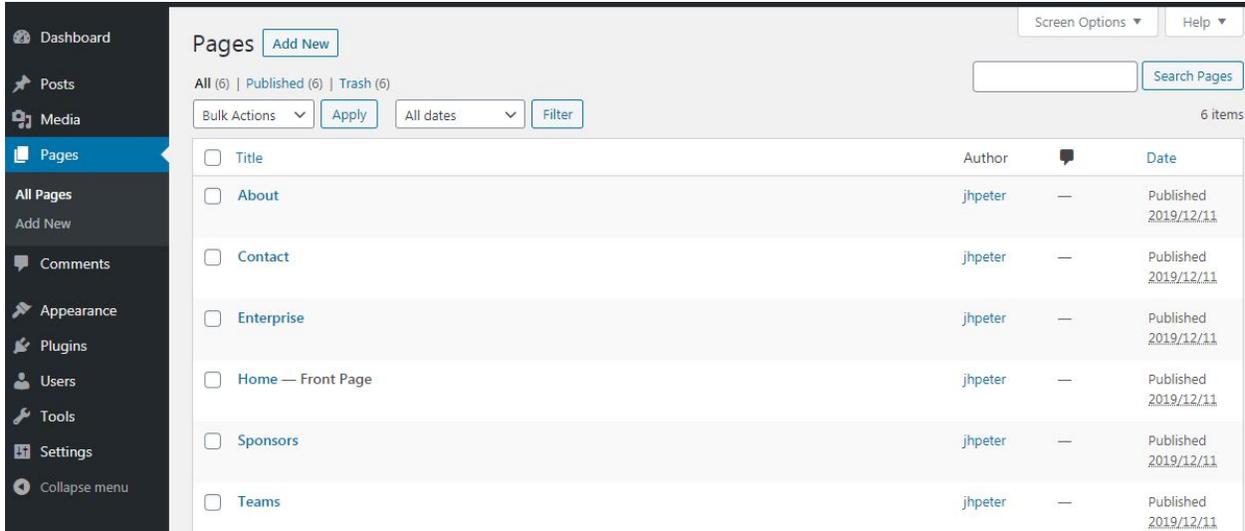
Hover your mouse over the page you want to edit, and underneath you will see an option to edit. Click on edit, and it will take you to the page editor. The page editor looks like this:
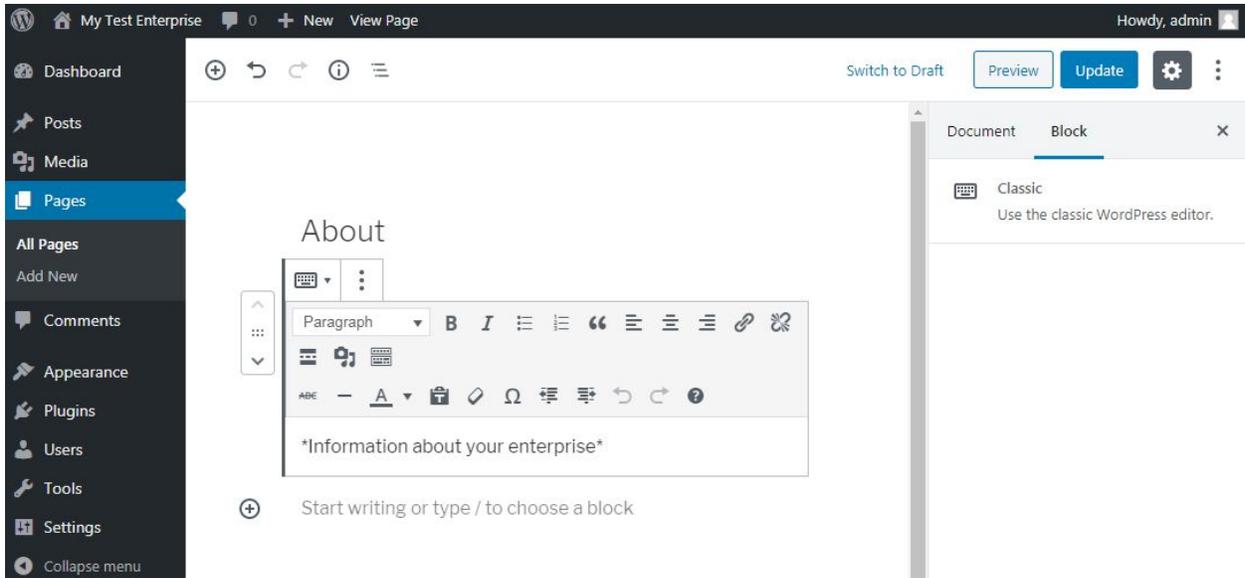
Within the editor, you can type and format text similarly to the way you would in a Word document. You can also insert media, such as photos or videos. If you wish to edit the page's HTML via a code editor, click the 3 vertical dots, located in the top left corner of the text box. You will see an option to "Edit as HTML". You can also switch the entire page to a code editor view by clicking the 3 vertical dots in the top right-hand corner of the screen, and selecting "code editor".
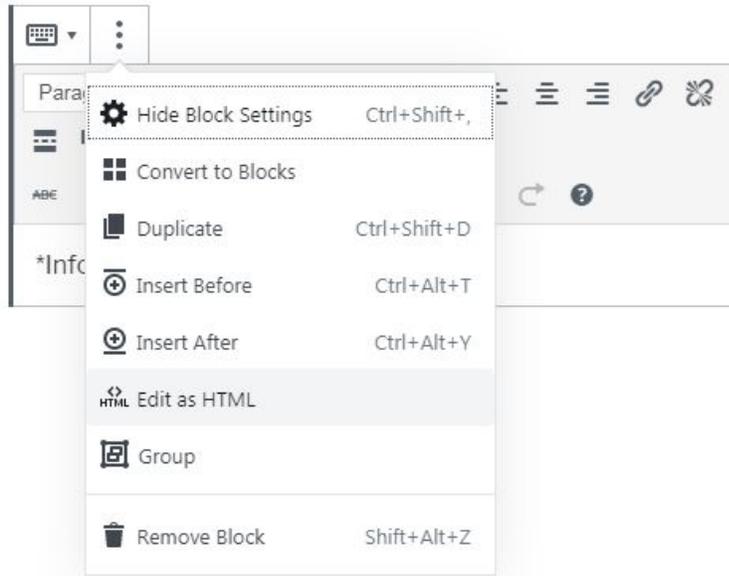
3.2.2 Adding New Pages

To create a new page, login to the WordPress admin dashboard, click the "Pages" tab from the side navigation bar and select "Add New". This will open the new page window and allow you to create the page. New pages will look similar to the screenshot below.
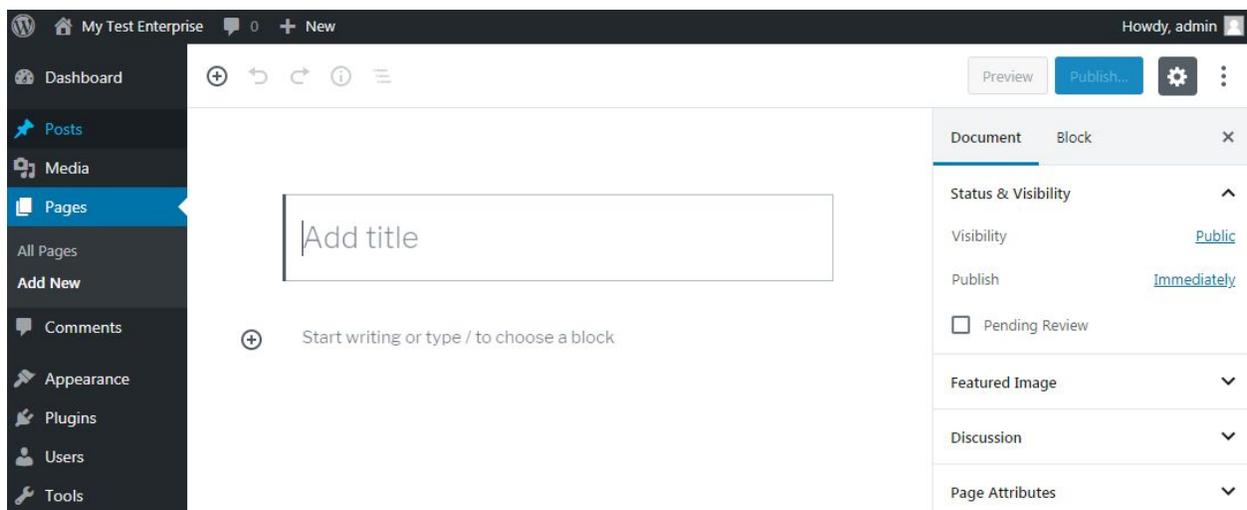
3.2.3 Removing Pages

To remove a page, login to the WordPress admin dashboard. Select "Pages" from the column on the left-hand side, and you will see all pages currently on the site. From here, find the

page you would like to remove, and select trash. Pages in the trash can be restored or permanently deleted.

If you would like to keep a page, but just not have it visible, first select the page you would like to hide, and select edit. From here, change the visibility from Public to Private on the right side of the screen:
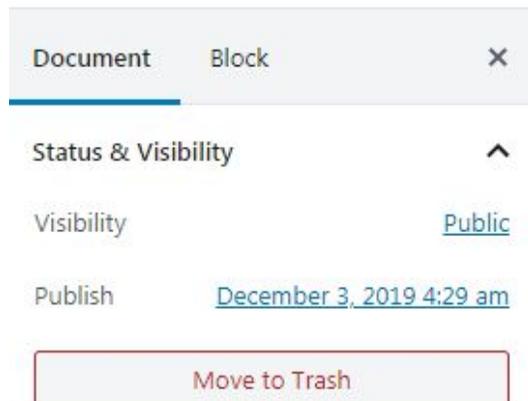
After this, we need to remove the page from the navigation bar. This can be achieved by going to the "Appearance" tab from the column on the left-hand side of the screen and selecting "Customize". From here, select "Menus" followed by "Top Menu". Select the page you made private, and remove it from the list.

3.2.4 Making Pages Accessible to Members Only

You can restrict pages to logged-in members several ways, one being the WP-Members WordPress plugin. After installing that plugin, in the content editor, make sure you are editing visually (not as HTML). Click on the [WP-Members] drop-down menu, then "Content Restriction". Clicking "logged in content" will create a set of brackets. Everything inside these brackets will only be seen by members who are logged in. (Before doing this, make sure you have a place for users to login. You can create a login box anywhere you like using the "Login Forms" option from the same [WP-Members] dropdown menu.) For more advanced configurations, consult the WP-Members content documentation.
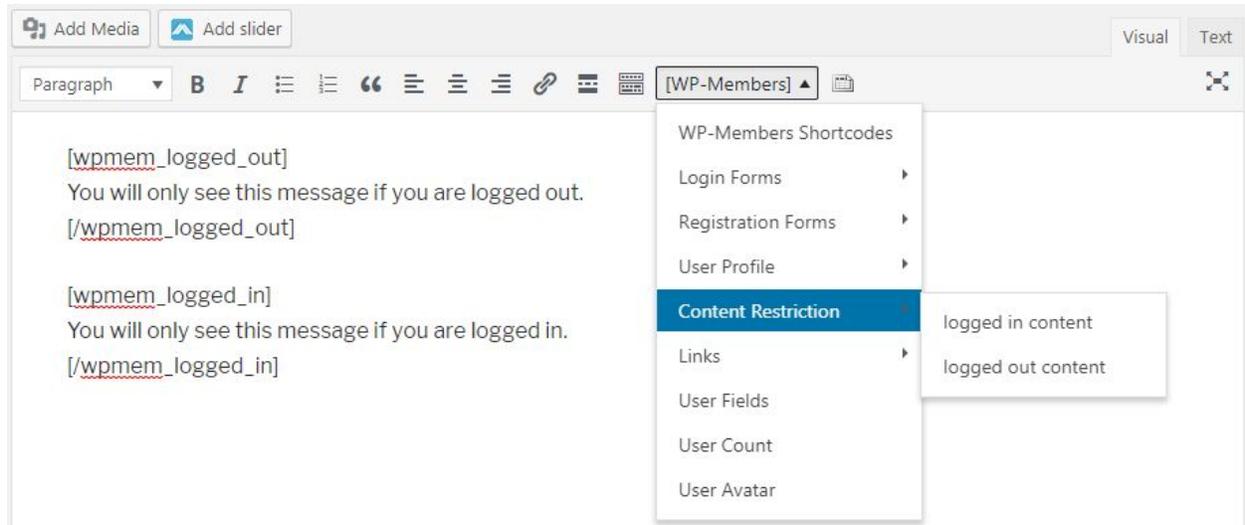
3.3 Adding/Updating Members

Adding and updating members in WordPress is relatively easy and can be done through the WordPress user interface. The following describes, in detail, how to add, remove, or edit existing members.

3.3.1 Adding Members

To create a new user, hover over "New" at the top menu and select "User". It will open the new user creation page. We recommend using a students MTU email and the associated ID as the username. Passwords are automatically generated by WordPress, but can be changed by simply typing a new password into the box.

3.3.2 Removing Members

Removing a member who is no longer with the enterprise is easy. In the left-hand sidebar on the WordPress dashboard, hover over "Users" and click "All Users". If you are deleting a single user, you can simply find the user, hover over their name, and select delete. For deleting multiple users, you can use the selection box on the left hand side to select all users you wish to delete, move down to bulk actions, and select delete.

3.3.3 Editing Existing Members

From the WordPress dashboard, hover over "Users" and click "All Users". Find the user you would like to edit. From here, you can make any changes to a user that you would like. This would most likely just be used for fixing mistakes (such as an improperly inputting an email address or name) or resetting a forgotten password. To reset a password, simply select

generate password under account management, and either copy the password created or create a new one. Once done, select "Update User" at the bottom.

3.4 Various Pages

When you first install and launch the WordPress plugin, it will generate most of the pages for you. The following is a list of pages you may want to ensure are present or add after the fact. A summary of each page is listed in this section.

3.4.1 Front Page/Home Page

Your front page is the first impression your enterprise makes on site visitors. This page is included by default in every WordPress installation. It should include pictures, a description of your enterprise, and information for prospective students and sponsors.

3.4.2 About Page

Your about page should include a description of your enterprise. You could detail what majors you recruit, what business you are looking to partner with, or what companies your enterprise has worked with.

3.4.3 Blog Page

The blog page is not installed by default as part of the enterprise template. Fortunately, you can easily create a new blog page if you desire by using these steps:

1. Create a new page, as described in Section 3.2.2, and call it "Blog" or something similar.
2. In the left-hand sidebar, hover over "Settings" and click "Reading".
3. Next to "Posts page:" select the blog page you just created from the dropdown.

You can add posts to your blog by hovering over "Posts" in the left-hand sidebar and clicking "Add New". There are several things you could do with your blog, including posting publicly about current events relating to your enterprise, or restricting it to logged in members within your enterprise. Alternatively, you could replace this page with a Facebook or other social media feed that displays recent posts from your organization automatically.

3.4.4 Sponsor Page

This page is a good place to detail what types of businesses or organizations your enterprise may be looking to partner with. You can also include pictures and details of sponsored projects your enterprise has previously worked on. Your page must include **"To learn more about becoming a sponsor, please visit the Enterprise Program Sponsorship and Giving page."**

3.4.5 Contact Page

This page can contain any relevant contact information for your enterprise, such as location, phone numbers, and email addresses.

3.4.6 Enterprise Page

This page is required for all enterprises. Replace the [Insert enterprise name here] placeholder with your enterprise name. The rest of the text should stay as is.

3.4.7 People/Team page

There are 2 main ways you could use this page. It can either be split up into teams, or simply list all members on a single page. It is setup in a team structure by default.

WordPress does not have a great table editor built in by default. To easily edit the table, you could use a WordPress plugin such as "TablePress", or just edit the HTML directly. The website **https://www.tablesgenerator.com/html_tables** is a good resource which can generate custom HTML and CSS to create personalized tables to suit your needs.

3.5 Integrations

3.5.1 Facebook Integration

Facebook offers a wide variety of plugins that can be included in your site, including comment feeds, post feeds, and Facebook videos. A full list of available plugins can be found here: https://developers.facebook.com/docs/plugins.

One of the most popular Facebook plugins in the Page Plugin. To use this plugin, first fill in the text boxes near the top of the page. For example:
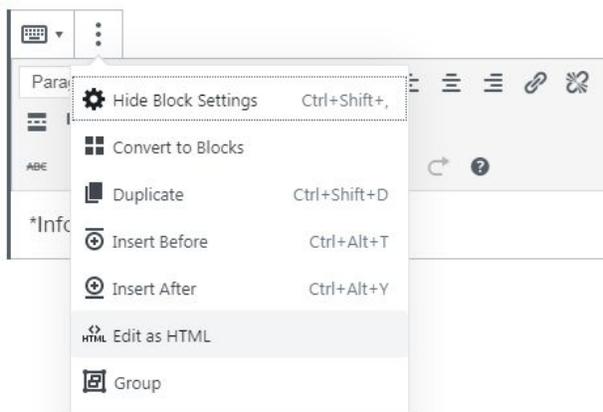
A preview is shown below these options. Once you are satisfied with how the preview looks, click "Get Code". A box with code to embed will appear. Click the "iFrame" tab:


Copy this text. Locate the page you want the Facebook plugin to be displayed on, and click "Edit Page" in the top bar. Change the editor to "Edit as HTML" and then paste your code:

3.5.2 Google Calendar Integration

A sample calendar page is included as part of the template. If your enterprise has a Google Calendar, you can replace the default calendar URL with your link. The steps to do that are listed below:

1. Login to Google Calendar using a desktop or laptop computer
2. Open the settings menu by clicking the gear icon in the top right corner of the screen
3. Select the calendar you would like to share for the left side menu
4. Under the "Access Permissions" section, check the "Make available to public" box
5. Under the "Integrate Calendar" section, copy the "Public URL to this calendar" link to your clipboard
6. Login to the WordPress admin dashboard to edit the calendar page
7. Switch the editor to HTML
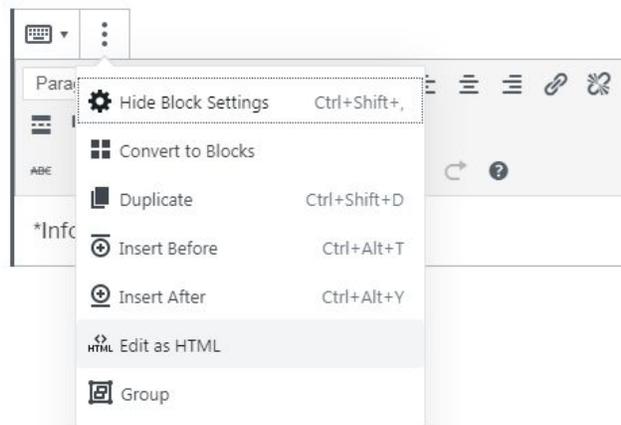
8. Paste your Public URL link in place of the sample link. Your code should look similar to this:
```
<p><iframe style="border: 0;"
src="Your_Public_Calendar_URL" width="100%" height="600"
frameborder="0" scrolling="no"></iframe></p>
```

9. Make sure after completing these steps that you select the blue "Update" button on the right hand side.

3.5.3 Google Drive/Docs/Sheets Integration

You can display a public Google Drive folder, Google Doc, or Google Sheet on your website using a method similar to the previous section. You can display it using the default calendar page, or create a new page and use the code provided below in step 7.

1. Login to Google Drive/Docs/Sheets and locate the file or folder you would like to integrate
2. Click the "Share" button, and then click "Get shareable link"
3. In the Link sharing popup, select "On - Anyone with the link" and then click Save (you may need to click "More…" from the dropdown menu to see this)

4. Copy the link sharing URL provided to the clipboard
5. Login to the WordPress admin dashboard to edit the calendar page, or a new page you created
6. Switch the editor to HTML
7. Paste your Public URL link of your Google DOC/SHEET in place of the sample link. Your code should look similar to this:
   ```
   <p><iframe style="border: 0;"
   src="Your_Public_Sharing_URL" width="100%" height="600"
   frameborder="0" scrolling="no"></iframe></p>
   ```

8. *Note: If you are sharing a google drive FOLDER, the link must be formatted exactly like this style:*
   ```
   https://drive.google.com/embeddedfolderview?id=Unique_Fold
   er_ID#list
   ```

Your unique ID is a random string of characters, highlighted in green in the example below:

`https://drive.google.com/drive/folders/`<mark style="background:#00ff00">`0B4kib46If3QYeGc5bT`</mark>
<mark style="background:#00ff00">`CPVDRySms`</mark>`?usp=sharing`

9. Make sure after completing these steps that you select the blue "Update" button on the right hand side.

3.5.4 Social Media Links

You can easily add social media buttons/links in the footer of your site if you would like. First, in the left-hand sidebar, hover over "Appearance" and then click "Customize". Then click "Menus" and then "Social Links Menu". From here, you can add and remove links to the various social media your enterprise uses.

4. Additional Notes and Troubleshooting

4.1 ADA Compliance

Michigan Tech requires that all websites be ADA compliant. Before publishing any changes, please make sure that any changes made are ADA compliant. The link to the full document is https://www.ada.gov/pcatoolkit/chap5toolkit.htm, but the main points are below.

- All images must have an alternate text associated with it, describing what the picture is.
- If posting any documents, be sure to provide them in a form accessible to screen readers, such as RTF, DOC, or TXT. PDF is not accessible to a screen reader.
- Do not use colors such that it would be hard for someone to read the text (==such as this, don't do this==)
- Any videos need text captioning, or the ability to caption the text.
- Don't add any blinking or strobing text.

4.2 UMC Compliance

Michigan Tech requires all websites to follow its university and marketing requirements. This is somewhat lengthy, but is not too hard to understand or implement once you read through it. It can be found at https://www.mtu.edu/umc/services/digital/requirements/. There is a section applicable to all websites, a section on mtu.edu subdomains, and a subsection on Student Orgs, which are all important to this project. There is also a brand guide which should be followed when applicable, and generally deals with the use of the logo and font choice. this can be found at https://www.mtu.edu/umc/resources/brand/brand-guide.pdf

4.3 Backing Up Your Site with cPanel

In certain cases, such as uninstalling WordPress, reinstalling WordPress, or installing a major WordPress update, it is wise to backup your site. There are many WordPress plugins available to do this, but backing up the site using cPanel is the best course of action in most cases. To do this, login to your cPanel dashboard and select "Backup" under the files section.

From here, under the "Partial Backups" heading, download a Home Directory Backup and a MySQL Database Backup (if there are multiple MySQL databases ending in _wp, you likely have multiple instances of WordPress installed on your cPanel). If anything goes terribly wrong after you create your backup, you can restore the backup from this page also.

4.4 Troubleshooting WordPress Uninstallation Failure

In some cases, old installations of WordPress on your cPanel may fail to uninstall. (This usually happens if WordPress was not originally installed using the "WordPress Manager" installer in cPanel.) Follow the steps to "brute force" an uninstallation:

1. Verify that your files and databases backed up! (See section 4.3 for details)
2. From the cPanel dashboard, open "File Manager" and then open the "public_html" folder
3. Delete all files in the "public_html" folder. (WordPress will add back the files it needs when it is reinstalled.)
4. Go back to the cPanel dashboard and click on "MySQL(R) Databases" under the Databases section
5. Scroll down and delete all databases under the "Current Databases" section
6. Scroll down and delete all users from the "Current Users" section
7. To install WordPress again, go back to the cPanel dashboard and click on "WordPress Manager" in the Applications section (at the bottom of the page). Then continue with section 2.2, step 4. Make sure to leave the sub-folder textbox empty, as shown below: