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To Login to the Drupal CMS, visit <https://www.jjay.cuny.edu/user/login> using your John Jay email username and password

(i.e. if my email address is **johndoe@jjay.cuny.edu**, then my username is **johndoe** and your password is what you use to access your emails or in most cases to log into your desktop at the College.



MENU

- About John Jay
- Admissions
- Research
- Student Life
- Athletics
- Academics
- Prospective Students
- Students
- Alumni
- Faculty & Staff
- Sitemap

RESOURCES

- Calendar
- Directory
- Inside JJ
- Bookstore
- Giving

LOCATION



524 West 59th. Street
New York, NY, 10019
212.237.8000

Template—T1

Home > About John Jay > Page Name

ABOUT JOHN JAY

- ▶ TITLE OF THE SECTION #1
- Title of the Sub-Section #1
- Title of the Sub-Section #2
- Title of the Sub-Section #3
- Title of the Sub-Section #4
- Title of the Sub-Section #5
- Title of the Sub-Section #6

- ▶ TITLE OF THE SECTION #2
- ▶ TITLE OF THE SECTION #3
- ▶ TITLE OF THE SECTION #4
- ▶ TITLE OF THE SECTION #5
- ▶ TITLE OF THE SECTION #6

SIDE MODULE NAME



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh. [VIEW MORE](#)

THIS IS THE TITLE OF THE SECTION

Share this: 353 pixels in width & 353 pixels in length



Title of the Section will Go in this Placeholder

Title of the Section will Go in this Placeholder

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353 pixels

353 pixels

The maximum size of an image's width in pixels should not exceed 200 pixels.

MODULE NAME IS HERE

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[LEARN MORE](#)

MODULE NAME IS HERE

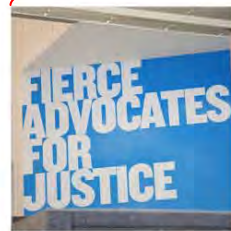
[UNDERGRADUATE MAJORS](#)
[GRADUATE MAJORS](#)
[CONTINUING EDUCATION](#)
[GRADUATE MAJORS](#)
[CONTINUING EDUCATION](#)

MODULE NAME IS HERE

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Select an Option

These modules are added via the "Main Content Modules (T1)" Text Editor Box. Images should not exceed 200 pixels in width.



HEADLINE

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The maximum size of an image's width in pixels should not exceed 700 pixels.

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Home > About John Jay > Page Name

ABOUT JOHN JAY

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TITLE OF THE SECTION #4

TITLE OF THE SECTION #5

TITLE OF THE SECTION #6

SIDE MODULE NAME



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VIEW MORE

This content is added in the "Body" section.

THIS IS THE TITLE OF THE SECTION

Share this:



This is the caption of the image

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MODULE NAME IS HERE

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LEARN MORE

MODULE NAME IS HERE

- UNDERGRADUATE MAJORS
- GRADUATE MAJORS
- CONTINUING EDUCATION
- GRADUATE MAJORS
- CONTINUING EDUCATION

MODULE NAME IS HERE

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Select an Option

This content is added in the "Right Column T2" section and the maximum width of an image should not exceed 200 pixels.

The maximum size of an image's width in pixels should not exceed 200 pixels.

The maximum size of an image's width in pixels should not exceed 450 pixels.

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SIGN UP FOR UPDATES

Enter Your Email

SUBMIT

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[VIEW MORE](#)

THIS IS THE TITLE OF THE SECTION

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SIGN UP FOR UPDATES

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SUBMIT

Once you log-in, what you will see...

The screenshot displays the administrative interface for John Jay College of Criminal Justice. At the top left is the college logo. A navigation bar includes links for Library, Web Apps, Directory, Inside JJ, Calendar, News, Jay Stop, Giving, User Account, and Logout. Below this is a menu with categories: ABOUT JOHN JAY, ADMISSIONS, RESEARCH, STUDENT LIFE, ACADEMICS, and ATHLETICS. A secondary menu lists PROSPECTIVE STUDENTS, STUDENTS, ALUMNI, and FACULTY & STAFF, along with a site search box.

The main content area is titled "ADMIN" and features a "History" section showing a membership duration of "5 months 2 weeks". A horizontal toolbar contains several management options: View, Edit, My content, Broken links, File browser, Faculty profile page, and Create new page. Red arrows point from descriptive text to these options:

- An arrow points to the "ADMIN" header with the text: "Your Username will appear here."
- An arrow points to the "Files and images directory" text above the toolbar.
- An arrow points to the "Edit" button with the text: "Edit your profile."
- An arrow points to the "My content" button with the text: "Content you oversee."
- An arrow points to the "Broken links" button with the text: "View links that either are broken or being redirected by another entity."
- An arrow points to the "Faculty profile page" button with the text: "For Faculty: Faculty can edit their profiles via this tab."
- An arrow points to the "Create new page" button with the text: "Create a new page tab."

At the bottom, there are four social media buttons: "Like us on FACEBOOK", "Follow us on TWITTER", "Watch us on YOU TUBE", and "Follow us on PINTEREST". The footer contains the "JOHN" logo and three menu sections: "MENU", "RESOURCES", and "LOCATION".

Home > Add content

CREATE PAGE

This is the Title that appears on the top of the webpage.

Title *

(Note: This is not what appears on the menu link. Menu link titles are added towards the bottom of the webpage.)

Summary (Hide summary)

Disregard. This is not being used at the moment.

Leave blank to use trimmed value of full text as the summary.

Insert Modules Icon
(Used in the Main content modules (T1) box only. See the next page for an example.)

Body

Paste from MSWord

Paste and Convert to Text (*Preferred method)

Insert an Image

Insert a YouTube

Spell Checker

body p

Disable rich-text

Text format HTML Text

[More information about text formats](#)

The "Body"
This is viewed on all templates

Template *

- Main Landing (5 Picture Grid) T1 View
- 2 Column Layout (Nav. - Body Content) - T3
- 3 Column Layout (Nav. - Body Content - Modules) - T2
- Blank Template (No Left Navigational)

Here you select the Template you want to use for the webpage. (Note: If you switch to another template, you will not lose the info in the other fields.)

Icon

Open File Browser

Choose File No file chosen

Icon used in parent node page
Files must be less than 200 MB.
Allowed file types: png gif jpg jpeg.

The image you upload here, will be displayed on the T1 page and not on this page. Speak with Anh Phan (x4577) for better explanation.

Left column (T1, T2, T3)

Content will appear in the left column of the site for T1, T2 & T3 templates.

Also, modules for the left can be added here as well.

body p

Disable rich-text

Text format HTML Text

[More information about text formats](#)

Right column (T2)

Content will appear in the right column of the site for T2 templates only.

Also, modules for the right can be added here as well.

body p span

Main content modules (T1)

The Main Content Modules (T1) is used for Modules (see below) as well as text, images, etc.

body p

[Disable rich-text](#)

Text format HTML Text

[More information about text formats](#)

Menu settings

Scholarships 2

URL path settings

Alias: scholarships-1

URL redirects

No redirects

Provide a menu link

Provide your webpage with a title that will appear on the menu listing.

Menu link title

Scholarships 2

Here you select under what webpage this webpage will appear.

Parent item

--- Tuition & Financial Aid

Here you decide how high or low in the listing of menu items the webpage will be displayed in. (ranges from - 50 to 50. The lower the number, the higher in the rankings it appears)

Weight

0

Menu links with smaller weights are displayed before links with larger weights.

Change the URL of the page (Provided it is not taken)

SAVE

PREVIEW



If you need assistance editing, updating, creating or just simply need HELP!!! ...

Please contact **Ms. Anh Phan** in the Marketing and Development Department at aphan@jjay.cuny.edu or 646.557.4577.

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