**Instructor - Joe Capucini, Training Manager**

**Morning 9a – 12p**

**Basic Training (Content Managers) 3 hours**

* Create User Passwords
* Homepage functionality overview
* Interior page overview
* Introduction to Content Management System (CMS)
* Logging in, dashboard and administration interface overview
* Help Menu
* Site Content
	+ Pages
		- Adding, editing and deleting
		- Publishing
	+ Image Library
	+ Document Central
	+ Calendar
	+ News
* Awaiting My Approval
* Locked Content

**Afternoon 1p – 4p**

**Advanced Training (Super Users) 3-4 hours**

* Site Content (Components A-Z)
	+ Form/Survey Tool
	+ Business Directory
	+ Photo Album
	+ Etc. as time permits or requested.
* Site Settings
	+ Configuration
	+ Reports
	+ Trash Can
	+ Departments
	+ Content Groups, Content Roles and Workflows.
	+ User Accounts
	+ Members Accounts
	+ Page Templates
	+ Etc. as time permits