

  
Search

# Blogs @ Rice University

## Content Management for Blogs and Web Sites

### Welcome

### Log into your site

New! Following the migration to CampusPress by EduBlogs (see [about.blogs.rice.edu](http://about.blogs.rice.edu)), the Login screen looks a little different, but still uses your Rice NetID and password.

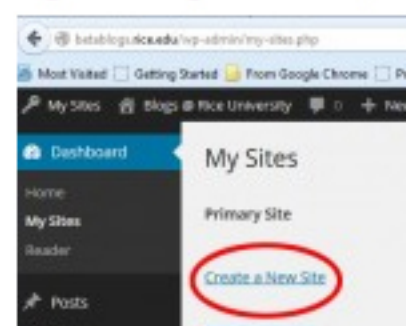


### New Responsive Hero Theme from Public Affairs

New! blogs.rice.edu have a new theme that is properly branded and easy to use. For more information about using this theme can be found in [Rice News article from this link](#).

### New to blogs.rice.edu?

Login to [blogs.rice.edu](http://blogs.rice.edu), then create your first web site or blog by clicking Dashboard > Create a New Site.



More information ABOUT using blogs.rice.edu can be found in <http://about.blogs.rice.edu>.

### Create a web site!

Every Rice University Faculty, Staff and Student can create one or more sites in blogs.rice.edu. Simply login and use your Dashboard to create your first site.

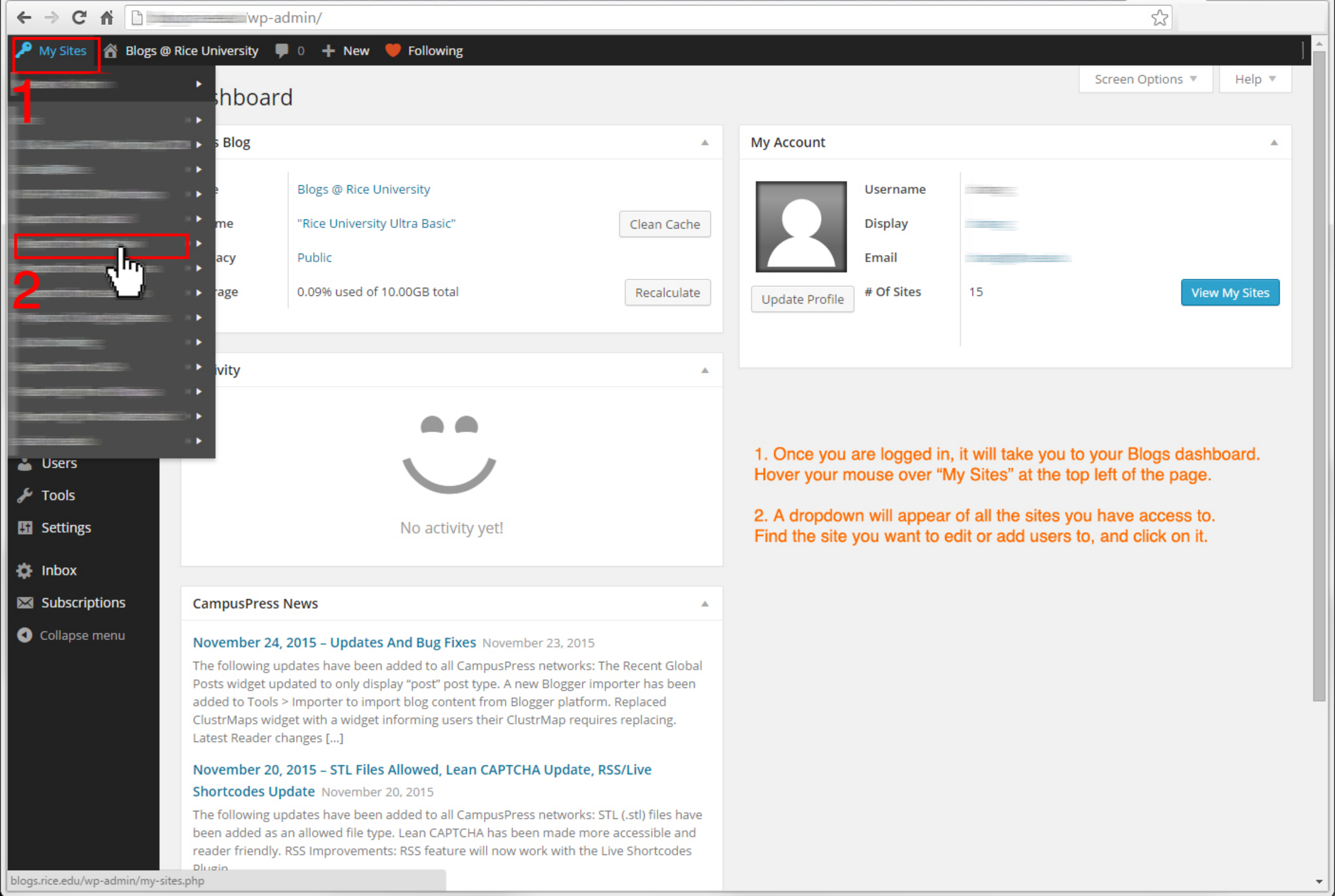
# 2

[Blogs.rice.edu Login](#)

1. Go to <http://blogs.rice.edu>

2. Click on the Blogs.rice.edu Login

You will log in with your NetID and password on the following page

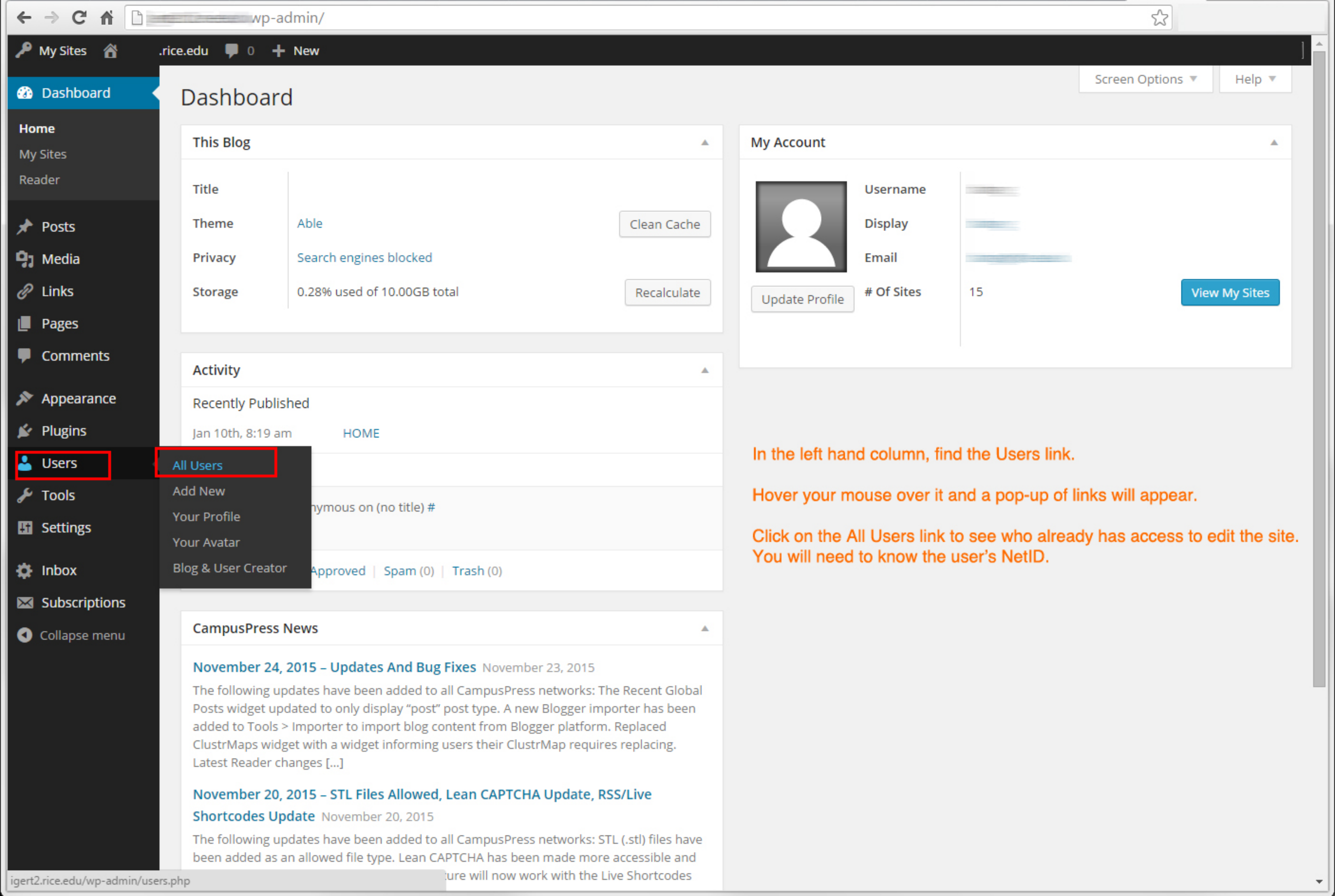


1

2

1. Once you are logged in, it will take you to your Blogs dashboard. Hover your mouse over "My Sites" at the top left of the page.
2. A dropdown will appear of all the sites you have access to. Find the site you want to edit or add users to, and click on it.





Users

All Users

In the left hand column, find the Users link.

Hover your mouse over it and a pop-up of links will appear.

Click on the All Users link to see who already has access to edit the site. You will need to know the user's NetID.

- My Sites
- Dashboard
- Posts
- Media
- Links
- Pages
- Comments
- Appearance
- Plugins
- Users**
  - All Users
  - Add New
  - Your Profile
  - Your Avatar
  - Blog & User Creator
- Tools
- Settings
- Inbox
- Subscriptions
- Collapse menu

# Users

**Add Existing**

Screen Options Help

All (5) | Administrator (5)

Search Users

Bulk Actions Apply Change role to... Change

5 items

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts	Contact
<input type="checkbox"/>				Administrator	0	<a href="#">Message</a>
<input type="checkbox"/>				Administrator	0	<a href="#">Message</a>
<input type="checkbox"/>				Administrator	1	<a href="#">Message</a>
<input type="checkbox"/>				Administrator	0	<a href="#">Message</a>
<input type="checkbox"/>				Administrator	0	<a href="#">Message</a>

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts	Contact
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Bulk Actions Apply

5 items

If you do not see the user's name in the list above, click on the Add Existing button

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# Add Existing User

## Add Existing User

Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

E-Mail Or Username **1**

Role

- Subscriber
- Subscriber
- Contributor
- Author
- Editor
- Administrator** **2**

**3**

1. Add the netID of the user you want to add to the site.
2. Give him/her a role of Administrator. This is the highest level of access you can give a user. They will have control of editing/adding/deleting pages, uploading images and files, and the ability to add/modify/delete users. If you do not want to give him/her Administrator privileges, please choose one of the other available roles.
3. Click the "Add Existing User" button. After this is successfully done, the new user can log into the site. Please have them follow pages 1-2 to log into the site.



- My Sites
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### Add Existing User

The requested user does not exist.

### Add Existing User

Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

E-Mail Or Username

Role

Add Existing User

If you receive a message that "The requested user does not exist" after clicking the "Add Existing User" button, it means the user you entered has not yet logged into blogs.rice.edu. Please inform the user to log into http://blogs.rice.edu at least once. Their initial login will create their Blogs account. Once they have logged into blogs.rice.edu at least once, you can repeat Page 5 steps 1-3 and add them to your site.