

You will receive an email with your account information. The email has your login credentials and account and service information.

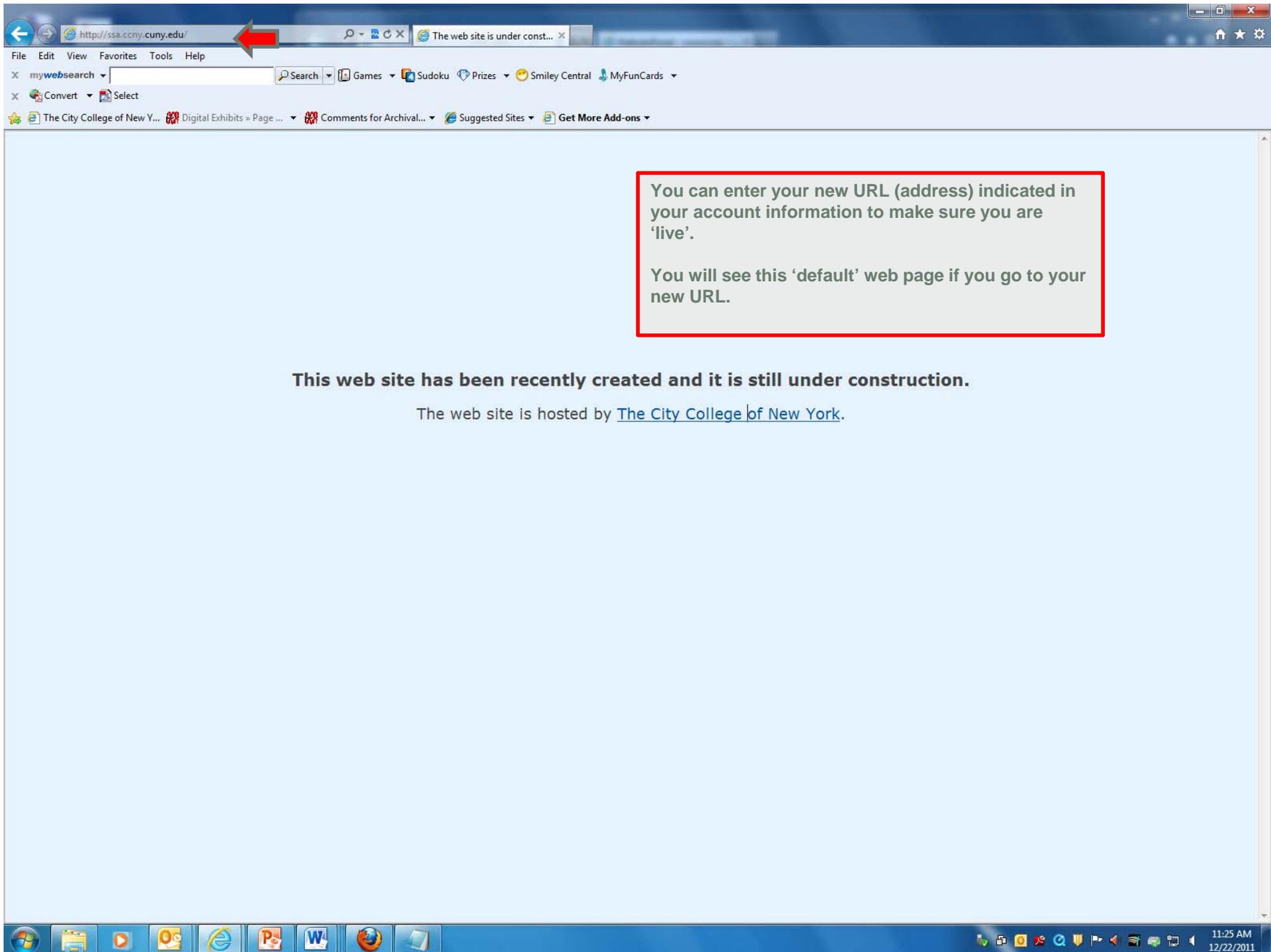
Go to the login page for Web Panel access:
<http://webpanel.ccny.cuny.edu>

Enter your user ID and temporary password

User ID and URL to login

Web site URL and information

Go to the 'Web Panel Support' page for additional information and help:
<http://wpsupport.ccny.cuny.edu/>



You can enter your new URL (address) indicated in your account information to make sure you are 'live'.
You will see this 'default' web page if you go to your new URL.

This web site has been recently created and it is still under construction.

The web site is hosted by [The City College of New York](#).

WebsitePanel

Sign In to Control Panel



Username:

Password: [Forgot your password?](#)

Remember me on this computer

Language: English

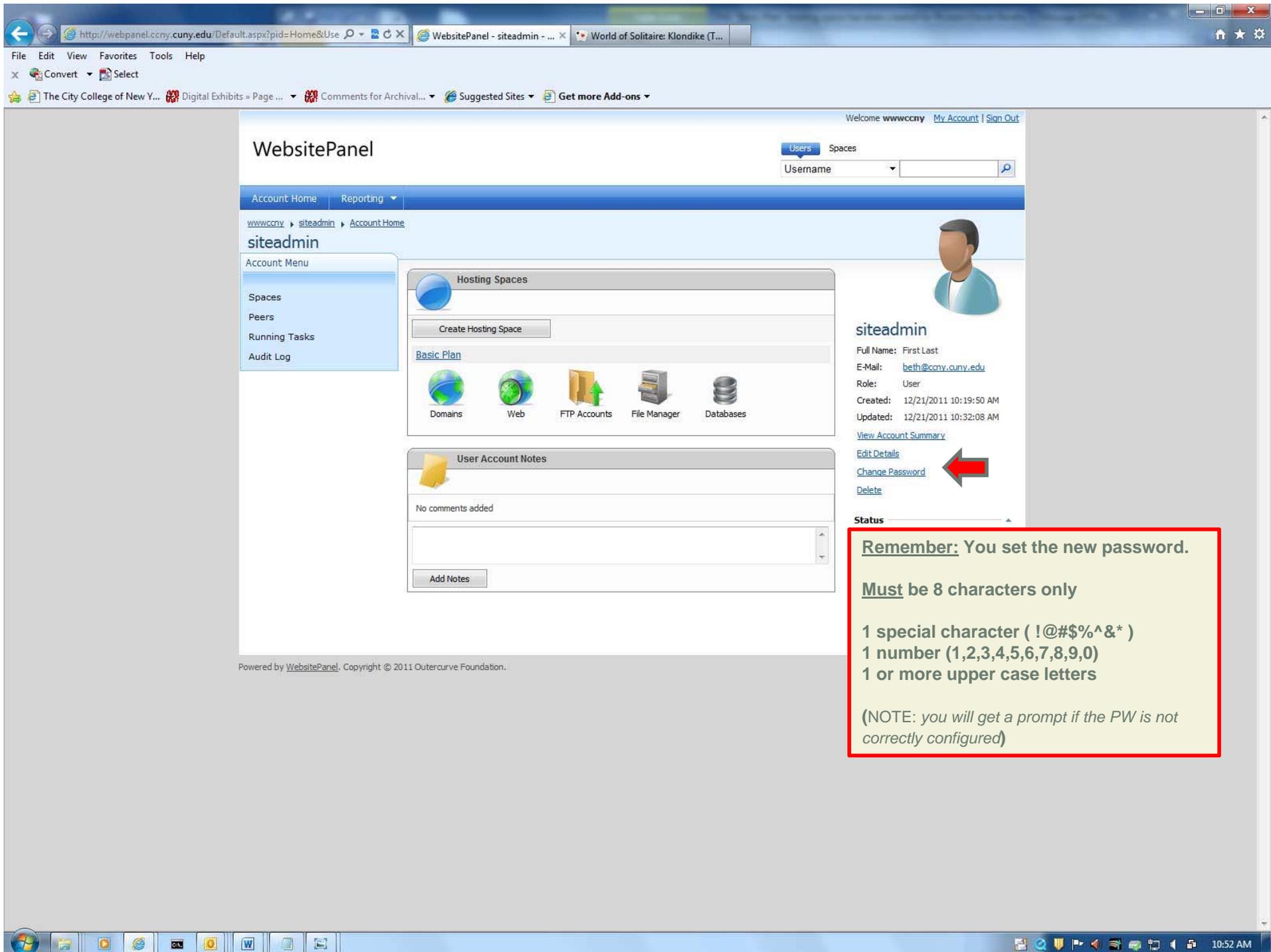
Theme: Energy Blue



To login to the 'WebPanel'- go to:
<http://webpanel.cuny.cuny.edu/>

You Insert User ID and temporary password to login.

After login reset your password.



WebsitePanel

Welcome **wwwccny** [My Account](#) | [Sign Out](#)

Users Spaces
Username

Account Home Reporting

[wwwccny](#) > [siteadmin](#) > [Account Home](#)

siteadmin

Account Menu

- Spaces
- Peers
- Running Tasks
- Audit Log

Hosting Spaces

Create Hosting Space

Basic Plan

Domains Web FTP Accounts File Manager Databases

User Account Notes

No comments added

Add Notes



siteadmin

Full Name: First Last
 E-Mail: beth@ccny.cuny.edu
 Role: User
 Created: 12/21/2011 10:19:50 AM
 Updated: 12/21/2011 10:32:08 AM

[View Account Summary](#)

[Edit Details](#)

[Change Password](#)

[Delete](#)



Status

Remember: You set the new password.

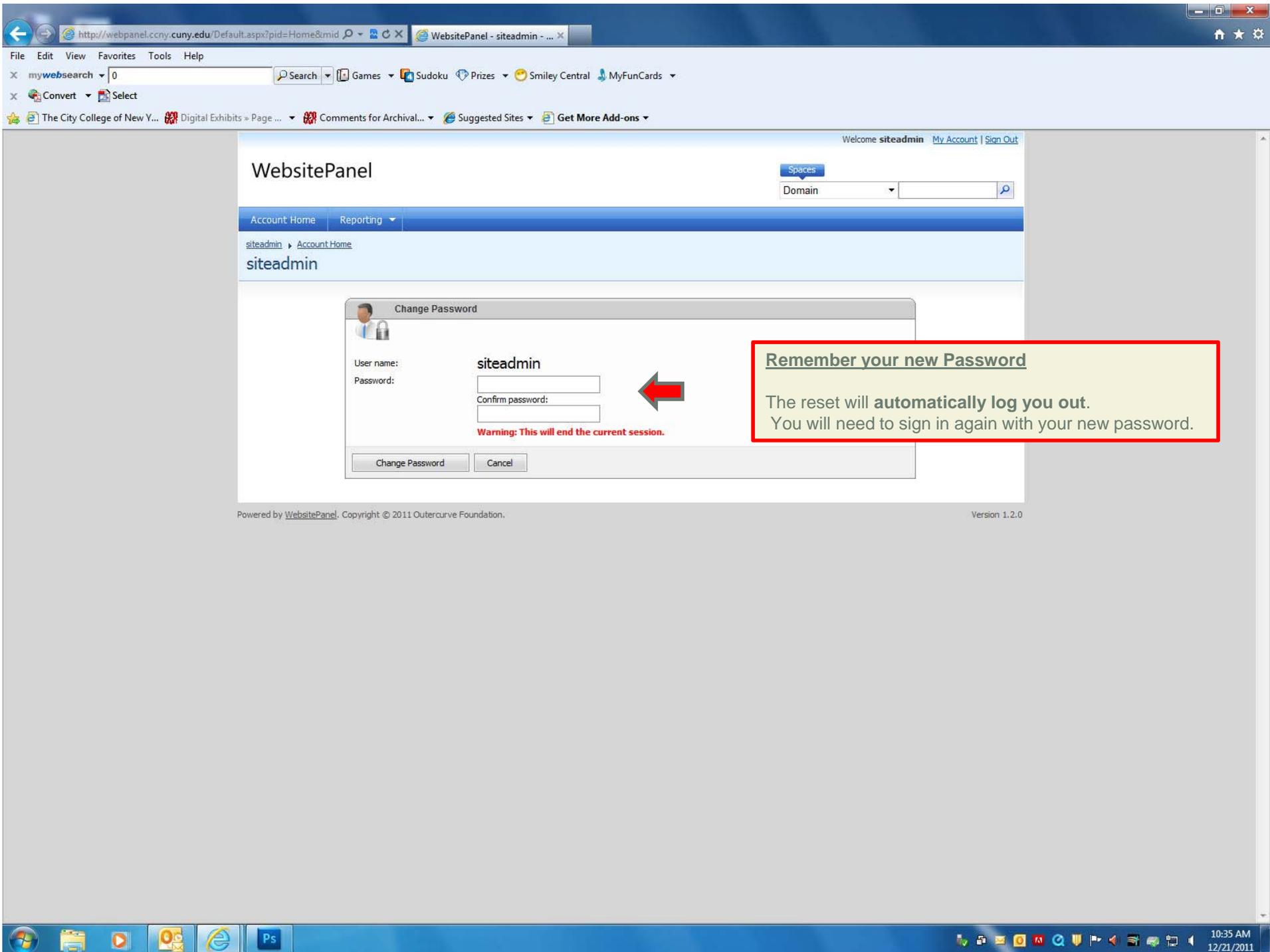
Must be 8 characters only

1 special character (!@#\$%^&*)

1 number (1,2,3,4,5,6,7,8,9,0)

1 or more upper case letters

(NOTE: you will get a prompt if the PW is not correctly configured)



WebsitePanel

Welcome **siteadmin** [My Account](#) | [Sign Out](#)

Spaces
Domain

Account Home Reporting

siteadmin > Account Home

siteadmin

Change Password

User name: **siteadmin**

Password:

Confirm password:

Warning: This will end the current session.

Change Password Cancel

Remember your new Password

The reset will **automatically log you out.**
You will need to sign in again with your new password.

WebsitePanel

Welcome **wwwccny** [My Account](#) | [Sign Out](#)

Users Spaces
Username

Account Home Reporting

[wwwccny](#) > [siteadmin](#) > [Account Home](#)

siteadmin

Account Menu

Spaces

Peers

Running Tasks

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Create Hosting Space

[Basic Plan](#)



Domains



Web



FTP Accounts



File Manager



Databases



User Account Notes



No comments added

Add Notes



siteadmin

Full Name: First Last

E-Mail: beth@cuny.cuny.edu

Role: User

Created: 12/21/2011 10:19:50 AM

Updated: 12/21/2011 10:32:08 AM

[View Account Summary](#)

[Edit Details](#)

[Change Password](#)

[Delete](#)

Status

Your File Manager

Before uploading or creating files check your path. **You want to be in the 'wwwroot' level of your website to add website files.**

WebsitePanel

Welcome **siteadmin** | [My Account](#) | [Sign Out](#)

Spaces
Domain:

Account Home Reporting

siteadmin > Basic Plan > File Manager

Basic Plan

Hosting Space Menu

- Domains
- Web Sites
- IP Addresses
- FTP Accounts
- File Manager**

File Manager

- Upload
- Create File
- Create Folder
- Create Access DB
- Zip
- Unzip
- Copy
- Move
- Delete

Home

File Name	Size	Modified
siteadmin.ccny.cuny.edu		12/21/2011 10:22:33 AM

Disk Space, MB: 0 of 500

Your File Manager

Before uploading or creating files check your path. **You want to be in the 'wwwroot' level of your website to add website files.**

Path:
_yoursite.ccny.cuny.edu
_wwwroot
_add folders/files here

WebsitePanel

Welcome **siteadmin** | [My Account](#) | [Sign Out](#)

Spaces
Domain

Account Home Reporting

siteadmin > Basic Plan > File Manager

Basic Plan

Hosting Space Menu

- Domains
- Web Sites
- IP Addresses
- FTP Accounts
- File Manager**

File Manager

Upload Create File Create Folder Create Access DB Zip Unzip Copy Move Delete

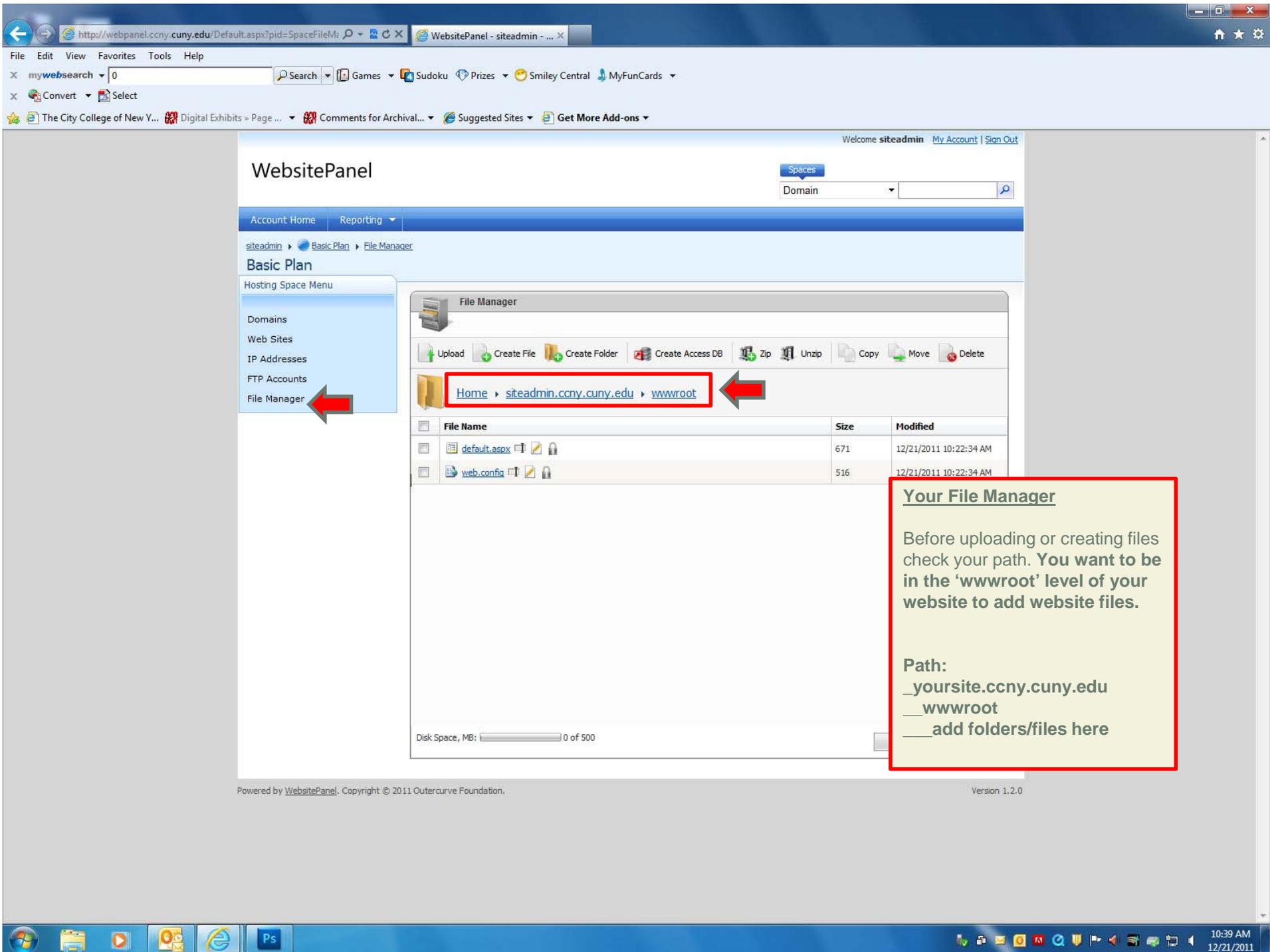
Home > **siteadmin.ccny.cuny.edu**

File Name	Size	Modified
data		12/21/2011 10:22:31 AM
logs		12/21/2011 10:22:33 AM
wwwroot		

Your File Manager

Before uploading or creating files check your path. **You want to be in the 'wwwroot' level of your website to add website files.**

Path:
_yoursite.ccny.cuny.edu
_wwwroot
_add folders/files here



WebsitePanel

Welcome **siteadmin** [My Account](#) | [Sign Out](#)

Account Home Reporting

siteadmin > Basic Plan > File Manager

Basic Plan

Hosting Space Menu

- Domains
- Web Sites
- IP Addresses
- FTP Accounts
- File Manager

File Manager

Upload Create File Create Folder Create Access DB Zip Unzip Copy Move Delete

Home > siteadmin.ccny.cuny.edu > wwwroot

File Name	Size	Modified
default.aspx	671	12/21/2011 10:22:34 AM
web.config	516	12/21/2011 10:22:34 AM

Disk Space, MB: 0 of 500

Your File Manager

Before uploading or creating files check your path. **You want to be in the 'wwwroot' level of your website to add website files.**

Path:

__yoursite.ccny.cuny.edu
__wwwroot
___add folders/files here

WebsitePanel

Welcome **siteadmin** [My Account](#) | [Sign Out](#)

Spaces

Domain

Account Home Reporting

siteadmin Basic Plan File Manager

Basic Plan

Hosting Space Menu

- Domains
- Web Sites
- IP Addresses
- FTP Accounts
- File Manager

File Manager

Upload Create File Create Folder Create Access DB Zip Unzip Copy Move Delete

Home > siteadmin.cuny.cuny.edu > wwwroot

File Name	Size	Modified
default.aspx	671	12/21/2011 10:22:34 AM
web.config	516	12/21/2011 10:22:34 AM

Disk Space, MB: 0 of 500

Upload Files

Inside the 'wwwroot' of your site select **'Upload'** to upload files/folders in the Web Panel File Manager interface.

WebsitePanel

Welcome siteadmin | [My Account](#) | [Sign Out](#)

Account Home | Reporting

siteadmin > Basic Plan > File Manager

Basic Plan

Hosting Space Menu

- Domains
- Web Sites
- IP Addresses
- FTP Accounts
- File Manager

File Manager

Upload Create File Create Folder Create Access DB Zip Unzip Copy Move Delete

Home > siteadmin.cuny.cuny.edu > wwwroot

File Name
siteadmin.cuny.cuny.edu

Upload File

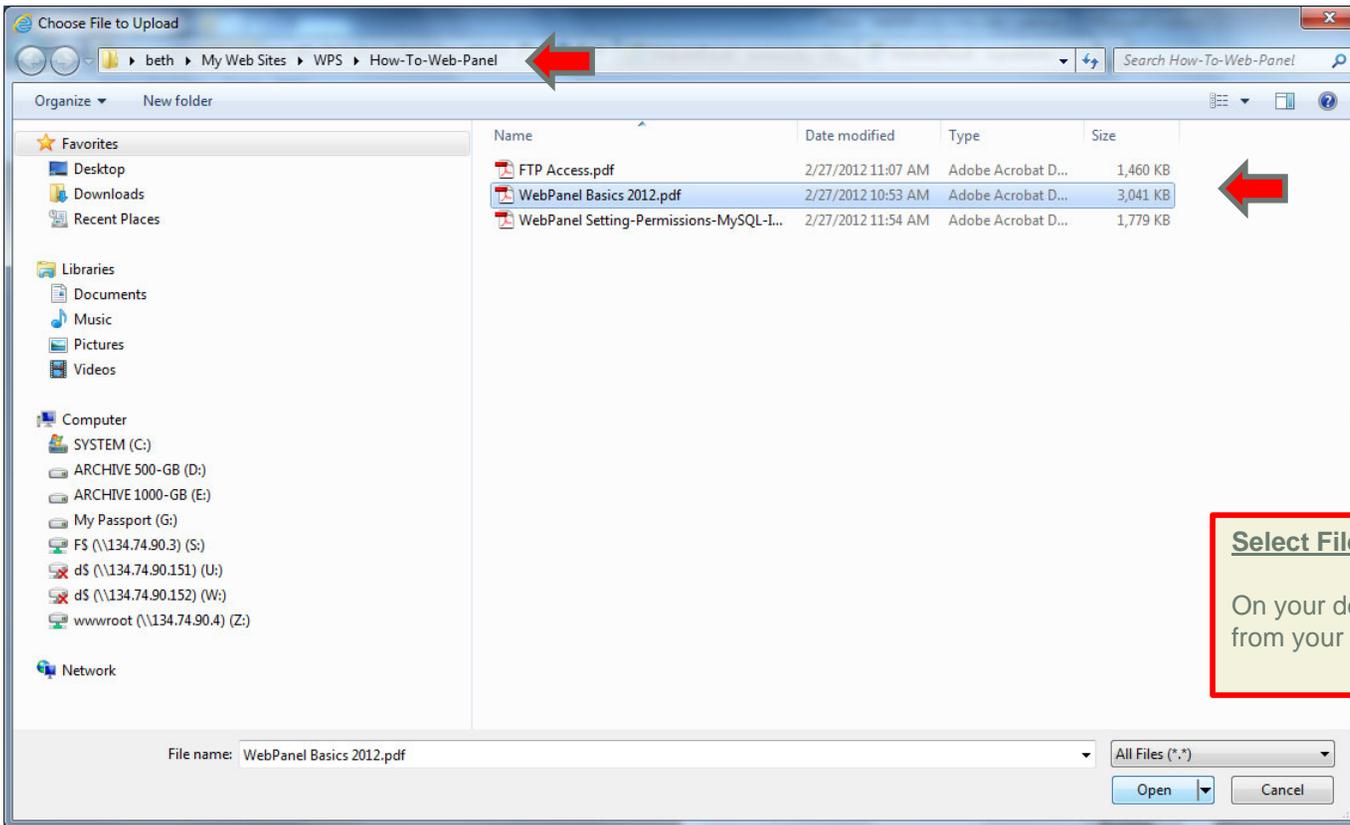
<input type="text"/>	<input type="button" value="Browse..."/>

Disk Space, MB: 0 of 500

Select Files

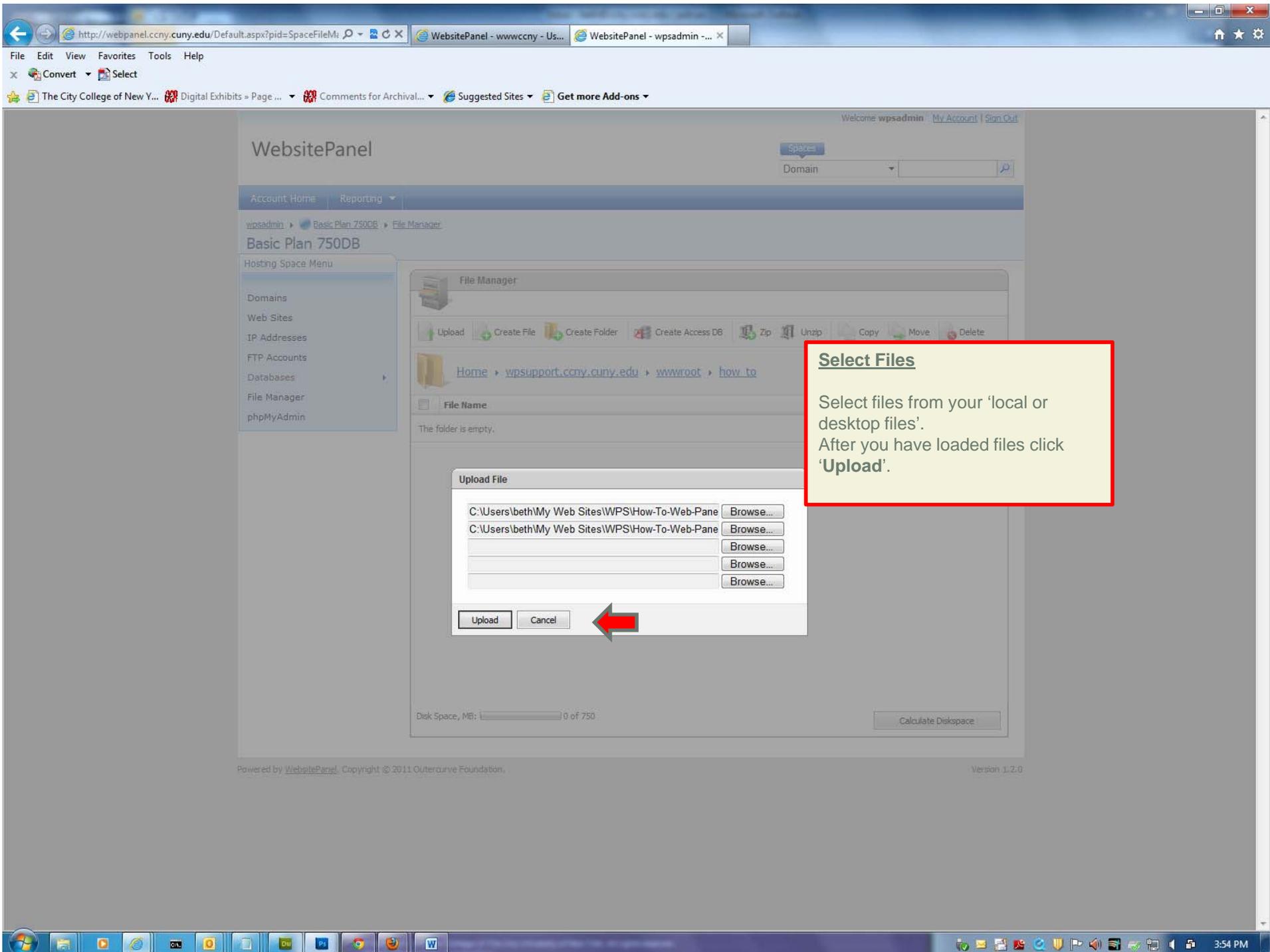
Select files from your 'local or desktop files' by clicking 'Browse'





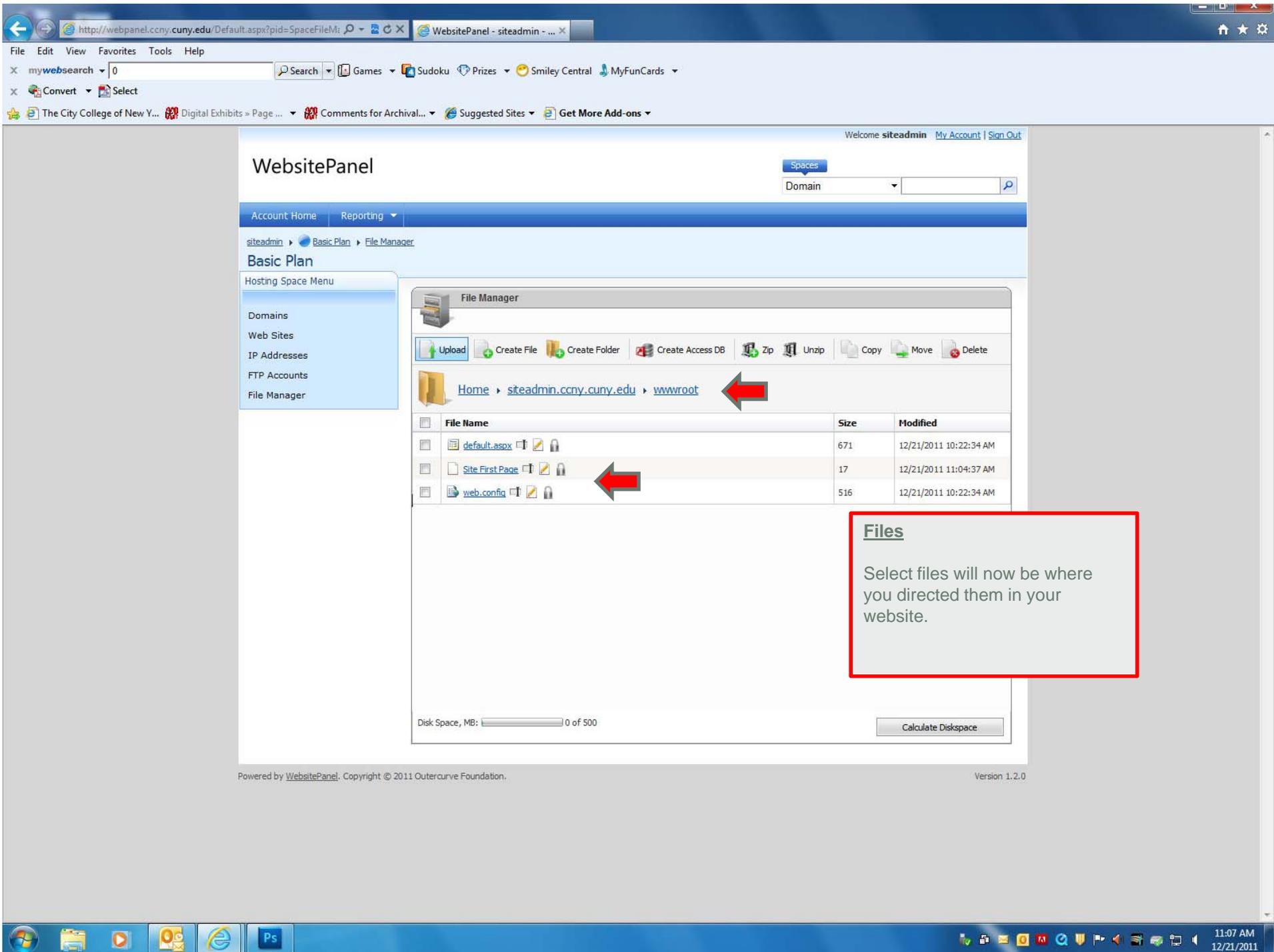
Select Files

On your desktop **select files** from your 'local or desktop files'



Select Files
Select files from your 'local or desktop files'. After you have loaded files click 'Upload'.





WebsitePanel

Welcome **siteadmin** [My Account](#) | [Sign Out](#)

Spaces
Domain

[Account Home](#) | [Reporting](#)

[siteadmin](#) > [Basic Plan](#) > [File Manager](#)

Basic Plan

Hosting Space Menu

- Domains
- Web Sites
- IP Addresses
- FTP Accounts
- File Manager

File Manager

Upload Create File Create Folder Create Access DB Zip Unzip Copy Move Delete

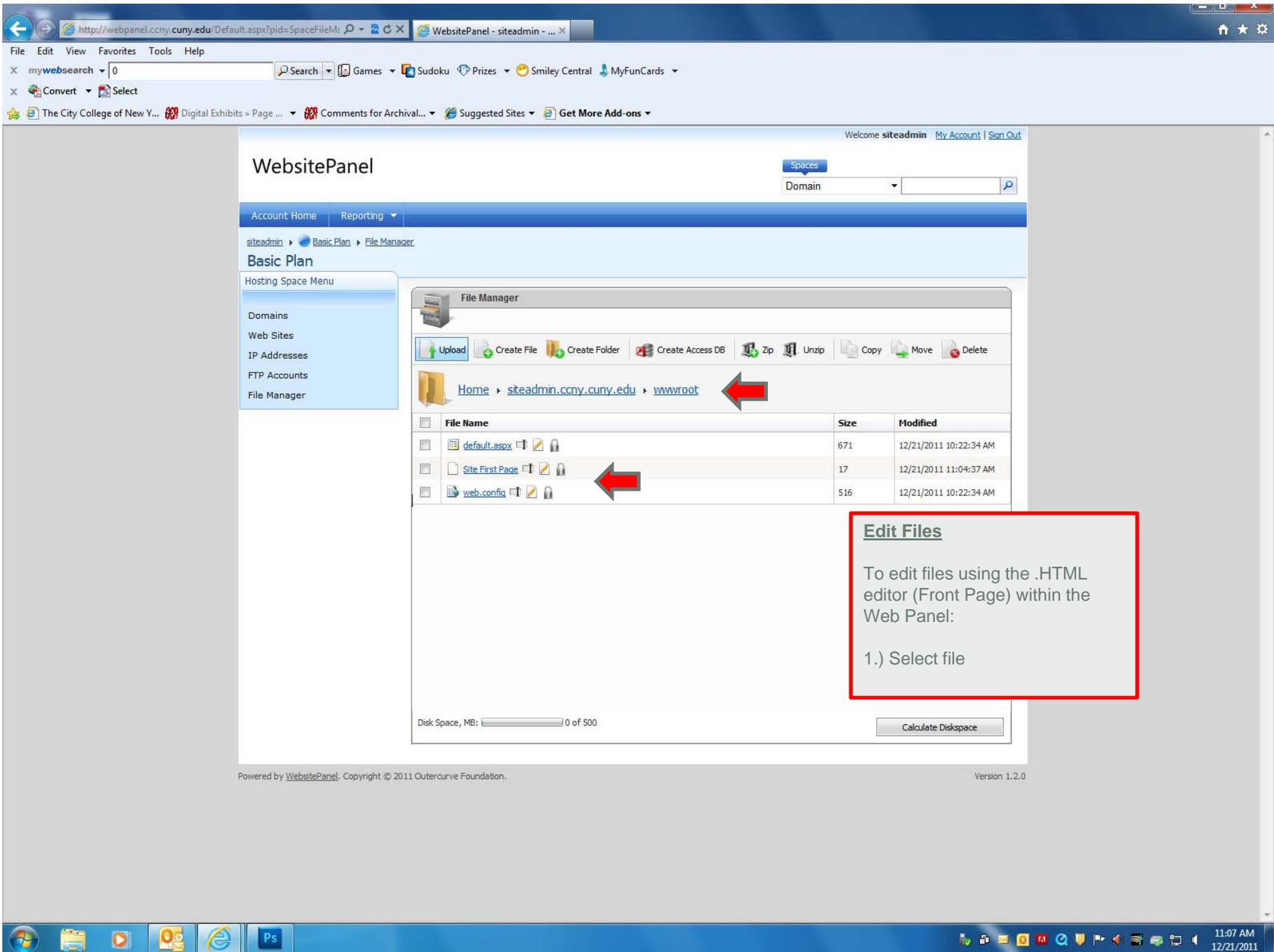
Home > [siteadmin.cuny.cuny.edu](#) > [wwwroot](#)

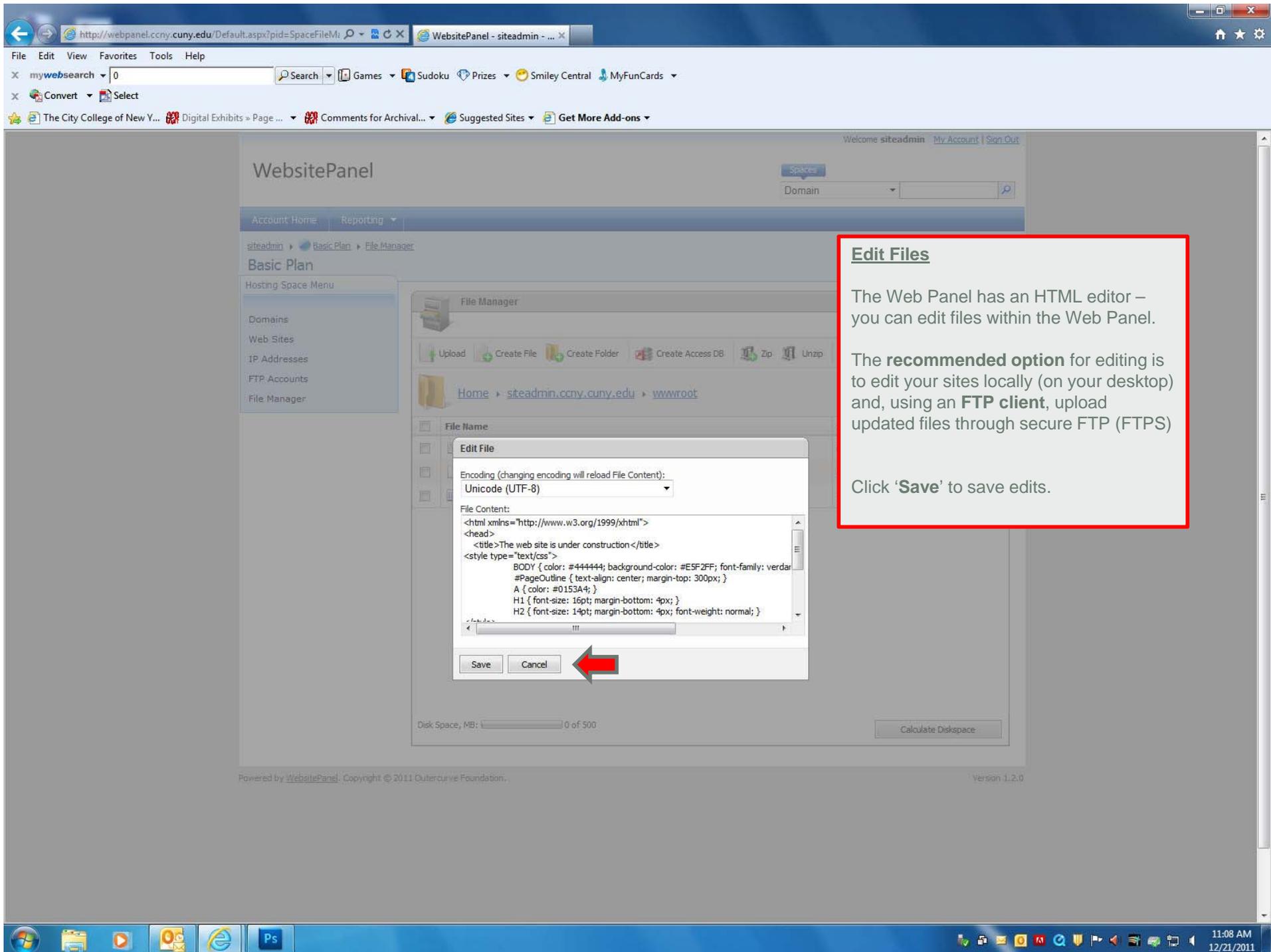
File Name	Size	Modified
default.aspx	671	12/21/2011 10:22:34 AM
Site First Page	17	12/21/2011 11:04:37 AM
web.config	516	12/21/2011 10:22:34 AM

Disk Space, MB: 0 of 500 [Calculate Diskspace](#)

Files

Select files will now be where you directed them in your website.





Edit Files

The Web Panel has an HTML editor – you can edit files within the Web Panel.

The **recommended option** for editing is to edit your sites locally (on your desktop) and, using an **FTP client**, upload updated files through secure FTP (FTPS)

Click **'Save'** to save edits.

