

## Log In

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### Overview

End-users and administrators alike can log in to OU Campus through a published page with the use of an on-page link known as DirectEdit™. DirectEdit can be a link, a button, an image, and more anywhere on a published page, as it can be styled to match the look and feel of the site. Typically, every page of a web site managed by OU Campus includes a DirectEdit link to allow users to log in directly to edit a page.

After clicking the DirectEdit link, users are logged in directly to the **Edit** view of the page they logged into. Users must have the proper access privileges granted in order to access the page. Without proper access, users will be logged into OU Campus, but will be unable to view the page they logged into via DirectEdit.

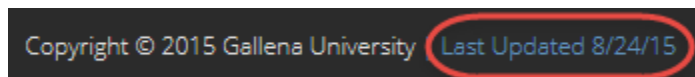
The DirectEdit button type is configurable for the site by a Level 10 administrator. At the account level, the Login Page settings can be used to configure log in, log out, and authentication pages.

The layout that is viewed upon logging in to OU Campus depends upon the access settings for that particular editable region.

### About DirectEdit

Users can access the OU Campus interface using DirectEdit by navigating to the page to be edited and clicking the DirectEdit link. DirectEdit links are determined by the template design. For example, the demo site, Gallena University, uses the Last Updated date found in the footer of the web pages as the DirectEdit link.

Each implementation will be different, however. If a user is unsure as to what the DirectEdit link is for their site, they should contact a site administrator.



Clicking the link will take the user to the OU Campus login page. Once logged in, the browser session is persistent and a user can open another page in the same browser without having to log in again.

### Editing a Page with DirectEdit

1. Click the **DirectEdit** link on the published page. If a user does not know what has been specified for their institution, they should contact their administrator.
2. Use the login credentials that have been provided for the user by the administrator. This might be a user name and password that is specific to OU Campus, or it may be that another authentication method is being used, such as LDAP, CAS, or Shibboleth.

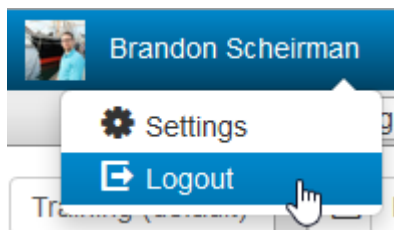


3. Select an editable region. For more information on editable regions, visit the [Editable Regions](#) page.
4. Edit the page.
5. Save and publish the page (or send to an approver).

## Logging Out

Users can log out of OU Campus via the global navigation bar.

1. Hover over the user's name.
2. Choose **Logout** from the menu.



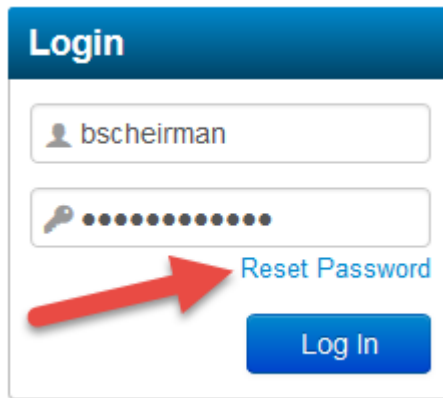
3. The original **Login** screen will be shown unless otherwise configured by an administrator.

## Reset Password

End-users and administrators alike can create a new password for their account. Reset Password allows users to change their password by entering their username and email address in a modal. After the information has been provided, an email is sent to the user, containing directions and a link that users can use to reset their password on their own without having to contact a system administrator.

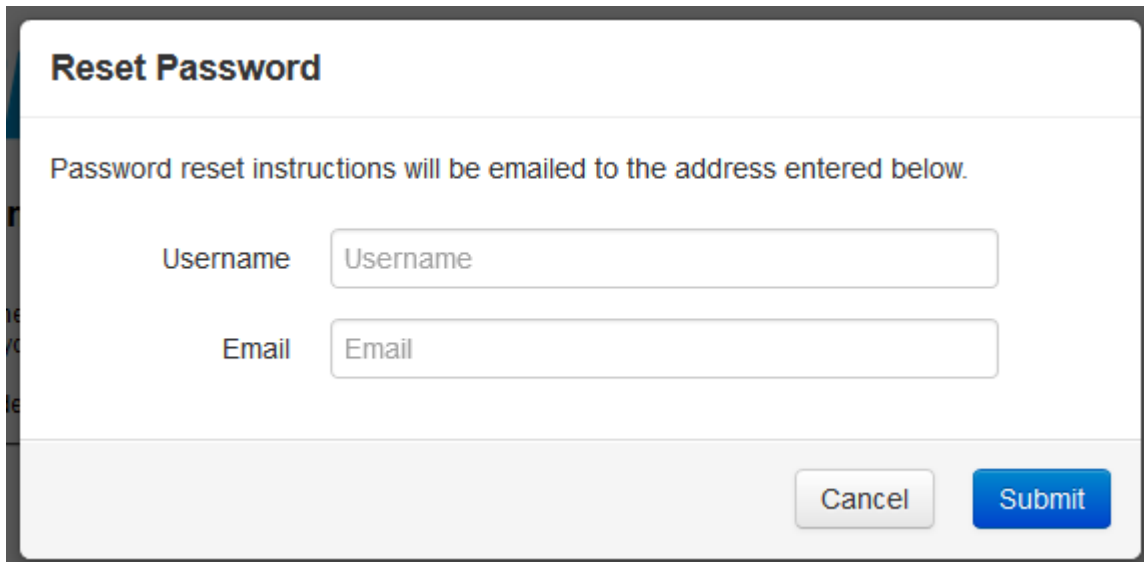
**Note:** if a user's password is managed by an external authentication method, such as CAS or LDAP, the user will have to contact a system administrator for a password reset, as passwords are not stored within OU Campus in these cases.

1. From the main **Login** screen, choose **Reset Password**.



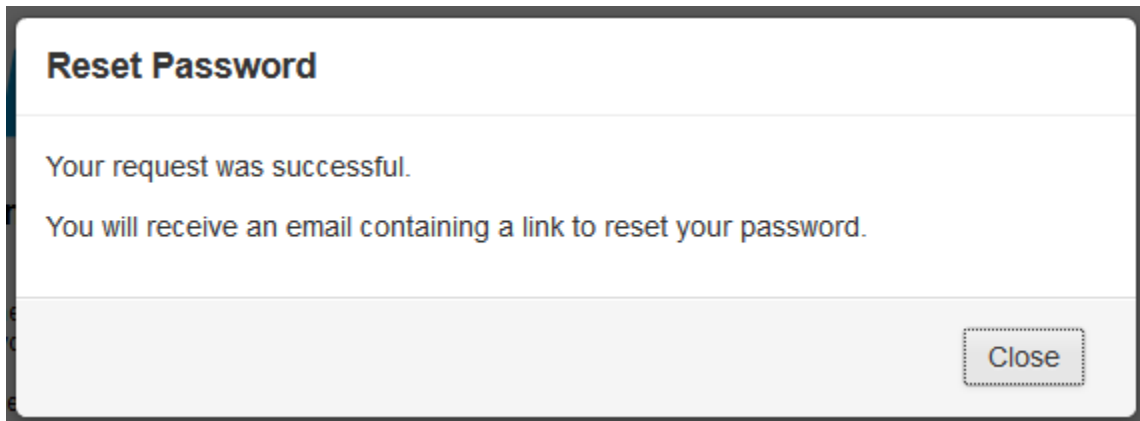
The image shows a login form with a blue header labeled "Login". Below the header are two input fields: the first contains the username "bscheirman" and the second contains a masked password represented by dots. To the right of the password field is a blue link labeled "Reset Password" with a red arrow pointing to it. Below the "Reset Password" link is a blue button labeled "Log In".

2. A modal will appear, prompting the user to enter their username and email address associated with their username. Once both text fields have been entered, clicking **Submit** will send the email to the user's email inbox. If the operation needs to be cancelled, simply choose **Cancel**.



The image shows a modal window titled "Reset Password". Below the title is a message: "Password reset instructions will be emailed to the address entered below." There are two input fields: "Username" and "Email". At the bottom right of the modal are two buttons: "Cancel" and "Submit".

3. After a user has submitted their request, the system notifies them that it has sent an email to their inbox with instructions and a link to reset their password.



The image shows a modal window titled "Reset Password". Below the title is a message: "Your request was successful." Below that is another message: "You will receive an email containing a link to reset your password." At the bottom right of the modal is a button labeled "Close".

## Failed Logins and User Lockouts

If a user incorrectly enters their login credentials too many times in a row (the number can be configured by Level 10 administrators), then they will automatically be locked out of the OU Campus system. This will prevent users from trying to log in again. In the event of a user lockout, the Reset Password function becomes unavailable and an email is sent to the user notifying them of the lockout. An administrator must reset the user's login privileges.