Getting Started for ENGR Faculty Websites using WordPress

By David K. Whisler, Last Updated 07/29/2025

1. Submit an email to dkwhisle@charlotte.edu to have a WordPress site created for you.

2. You will receive an email when your new site has been created.

3. The web link will be: http://coefs.charlotte.edu/username where username is your NinerNet ID.

4. Go to https://coefs.charlotte.edu/username/wp-login.php and authenticate with your NinerNet ID & password.

5. If you wish to edit your Website from off-campus, you must first connect via the Campus VPN BEFORE logging into your WordPress site, otherwise you will not be able to make changes to your website.

6. Set your Site Title and Tagline (tagline is the phrase in the upper-right hand corner of your WP site)

    a. Settings -> General

    b. Modify the Site Title and Tagline as desired

    c. Set the Time Zone to "New York" (if not already set)

    d. Click "Save Changes"

7. Set your Header image (the image at the top of your WP site)

    a. Appearance -> Header

    b. You can upload any wide high-res image of your choice (must be least 940x198 pixels or larger).

    c. Go to http://coefs.charlotte.edu/header-gallery/ to choose from our Header Gallery or upload your own.

    d. WP will enable you to upload and automatically "crop" your new header image. (see "Upload Image")

    e. Or you can choose from one of the default images listed already on the system.

    f. Click "Save Changes"

8. Delete all of the "default" content that gets pre-created on all new WordPress sites.

    a. Posts Menu -> Mouse-over any existing Posts and click "Trash"

    b. Pages Menu -> Mouse-over any existing Pages and click "Trash"

    c. Links Menu -> Mouse-over any existing Links and click "Delete" (can delete them in bulk as well)

    d. Comments Menu -> Mouse-over any existing Comments and click "Trash"

9. How to create Pages (pages are "static" web pages, whereas "posts" are blog entries – listed by date content)

    a. Pages Menu -> All Pages

    b. Click "Add Page" to create a new page

    c. Be sure that if you cut-n-paste from an old website or from Word or other application that you may want to paste it first into a text editor (such as notepad) so that all special characters or formatting is removed before pasting it into your WP page.

    d. Be sure to click "Publish" when you are finished.   You can set it to "draft" if it's not ready to be viewed.

e. Create as many pages as you need for now.   We will setup the menu links to them later.

10. How to Create Posts (posts are date-sensitive and are not static like a page – they are blog posts)

    a. Posts Menu -> All Posts

    b. Click "Add New" to create a new post

    c. Note that you can categorize your posts by creating multiple categories (multi-level as well)

    d. Note that you can also put keywords for a particular post in the "tags" field, separated by commas

    e. Click "Publish" when finished (or "Draft" if it's not ready for viewing)

11. How to Create Links (Links are used to display or reference external websites and for "blog rolls" as well)

    a. Links Menu -> Links

    b. Delete all of the links that were pre-created by default

    c. Click "Add New" to create a new link

    d. Note that you can categorize your links by creating multiple categories (multi-level as well)

    e. Click "Add Link" when finished

12. How to set your "Home" page

    a. Settings -> Reading

    b. Change "Front Page displays" to "A static page"

    c. Set the "Front Page" to the page you wish to set as your home page for the WP Site

    d. Click "Save Changes"

13. How to create Menus   (they will appear horizontally across the bottom of the header image)

    a. Appearance Menu -> Menus

    b. Type in "Main" for the Menu Name and click "Create Menu"

    c. In "Theme Locations" choose "Main" for the Primary Navigation and click "Save"

    d. Under "Pages" select which pages you wish to be displayed on the Menu system

    e. Click "Add to Menu" and all of those pages will now be listed under the Menu system

    f. Drag and drop the individual Menu items (pages) into your desired order

    g. Note: You can move pages underneath other pages (indented) as to enable multi-tiered menus

    h. If you wish to add a menu item which is a web-link to an external site do that under "custom links"

    i. You can also add a menu item by Category – so that posts in a particular category can be in a menu

    j. Click "Save Menu" when finished

14. Permalink Settings

    a. Settings -> Permalinks

    b. Our recommended choice is "Month and Name"

    c. Click "Save Changes"

15. To disable comments

a. To disable globally:

    i. Settings -> Discussion -> uncheck "Allow people to post comments on your site"

    ii. Click "Save Changes" when finished

b. To disable/enable comments on individual "Pages":

    i. Pages -> click on the desired Page to edit

    ii. Uncheck "Allow Comments" in the "Discussion" section near the bottom of the page.

    iii. If the "Discussion" section is not displayed, then click "Screen Options" at the top-right hand side of the page and then check "Discussion". Click "Screen Options" again to hide it.

    iv. Click "Update" to save the change when finished

c. To disable/enable comments on individual "Posts":

    i. Posts -> click on the desired Post to edit

    ii. Uncheck "Allow Comments" in the "Discussion" section near the bottom of the page.

    iii. If the "Discussion" section is not displayed, then click "Screen Options" at the top-right hand side of the page and then check "Discussion". Click "Screen Options" again to hide it.

    iv. Click "Update" to save the change when finished

16. To change what gets displayed on the right-hand side of your WP site.

a. Appearance -> Widgets

b. The widgets currently being displayed will be over in the "Primary Widget Area"

c. To change the order of the "widgets" just drag-n-drop them in your desired order

d. To remove a "widget" just drag-n-drop it from the "Primary Widget Area" into the "Available" area

e. To add a "widget" just drag-n-drop it from the "Available" area to "Primary Widget Area"

17. WordPress automatically tracks revisions to all pages and posts. To view or revert to a previous revision on a page or post, do the following.

a. Edit the desired post or page.

b. If the "Revisions" section is not displayed, click "Screen Options" at the top-right hand side of the page and then check "Revisions". Click "Screen Options" again to hide the "Screen Options" section.

c. To compare an earlier version of the page/post against the current version, click on the earlier revision.

d. A new screen will be displayed. Click on the "Compare Revisions" to display the differences.

e. To restore a page/post to a previous revision, click on "Restore" on the far-right side of the desired reversion.