

Accessing Alfresco for GC Information

Introduction

Alfresco is a secure web-based content management system that stores and organizes current and historic institutional and departmental information. It is the source for information such as:

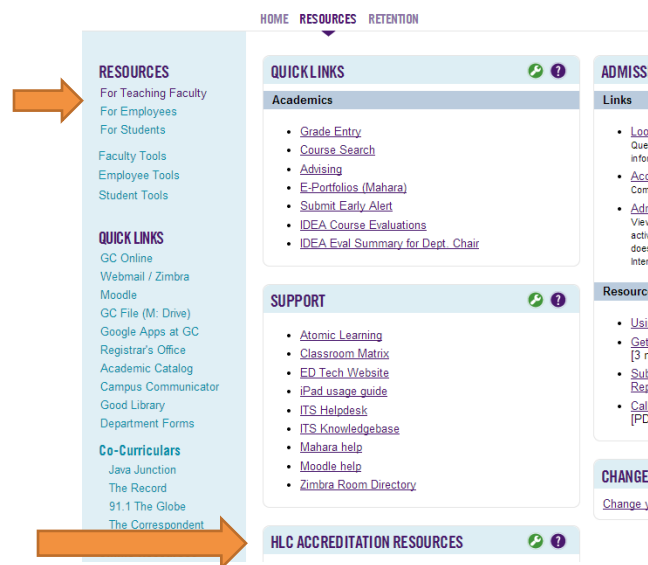
- Institutional & departmental survey reports
- Alumni surveys
- Senior surveys
- Satisfaction surveys
- Environmental & benchmark data
- Historic departmental annual reports
- Current & historic program student learning outcomes (SLOs) & assessment matrices/plans
- Prior departmental HLC self-study reports
- Historic syllabi
- Historic minutes for key campus committees

Alfresco will also serve as our digital “evidence room” for the accreditation self-study.

To Access Alfresco in a browser

There are three (3) ways to access Alfresco, which works in any browser:

1. Enter <http://alfresco.goshen.edu> in your browser
2. You can find a link to Alfresco in **MyGC**. Look for the “HLC Accreditation Resources” box on the “Resources for Teaching Faculty” or “Resources for Employees” information page.



3. You can find a link to Alfresco on the Institutional Research website HLC page:
<http://www.goshen.edu/ir/hlc>
4. On the Alfresco home page, enter your GC username and password

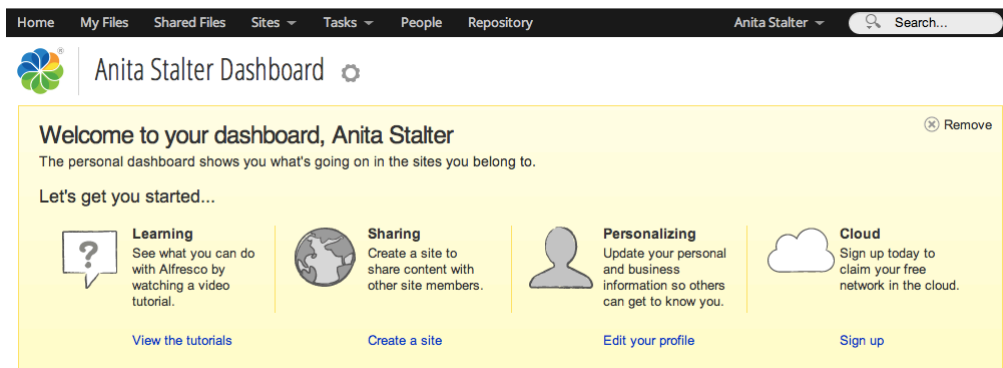


How Alfresco is Structured

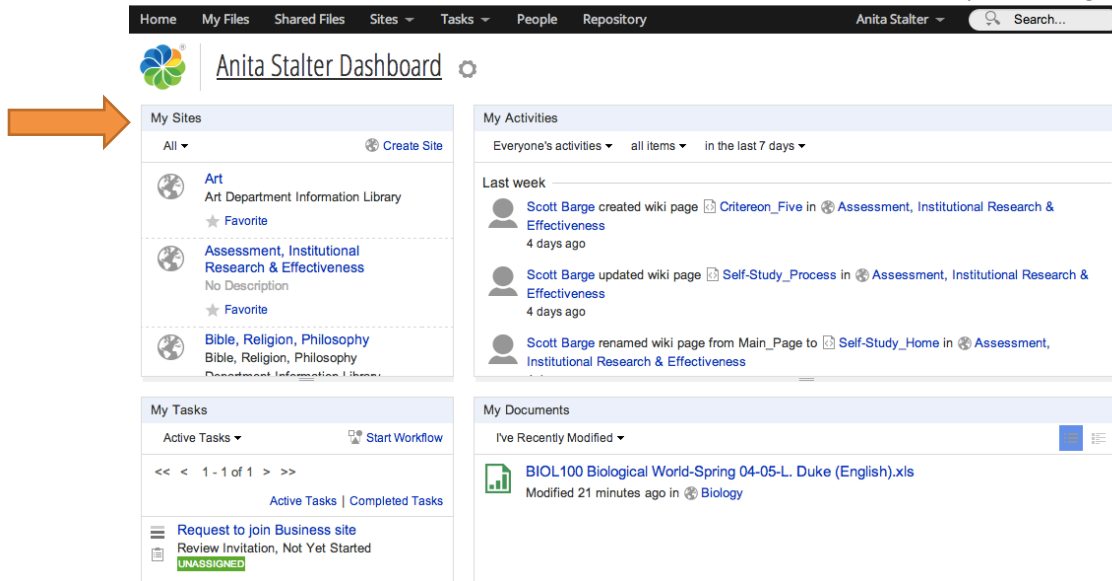
1. Alfresco is organized by **SITES**. Each campus department has a **site** with its information. The site is accessible only to members of the department and the HLC self-study task force.
2. Each site has a **DASHBOARD** that functions as its home page.
3. Each site has a **DOCUMENT LIBRARY** that contains most of the important information.
4. Sites can also have **wikis** and **link collections**.

Finding Information in Alfresco

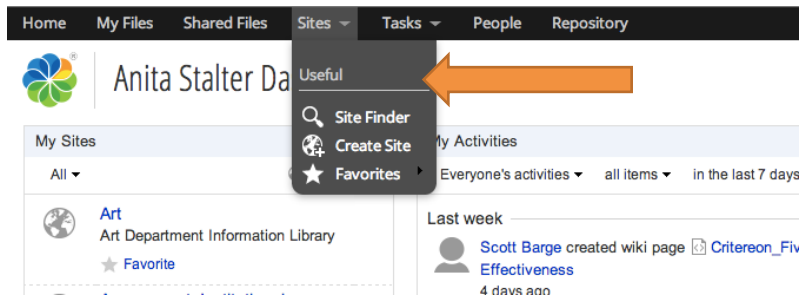
1. When you log in to Alfresco, you will be taken to your personal Dashboard. Feel free to explore the orientation resources that appear in the yellow box near the top of the screen and remove the box when you are finished with the resources.



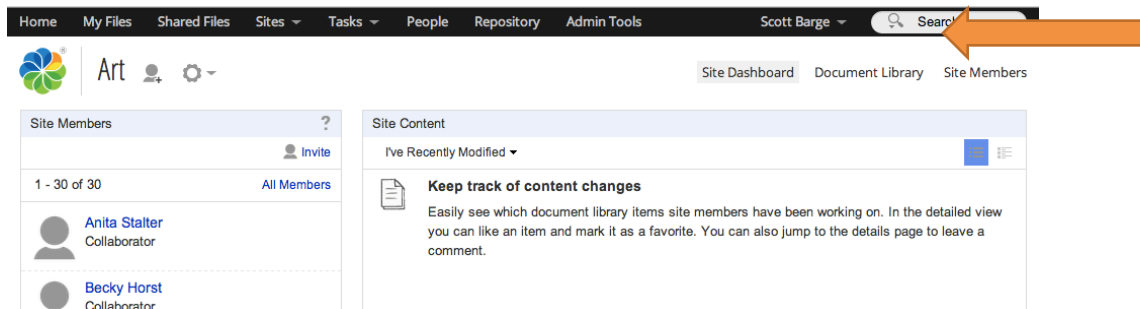
2. Your dashboard will include a variety of boxes, each with a different function. In the top left-hand corner you'll see a "MY SITES" dashboard that should include links to the sites that you belong to.



3. If you do not see the site you are looking for, you can search for sites using the **SITE FINDER** from the drop-down menu from the top. Click on the link to the Site Finder and then enter the *first few letters* from the name of the site you are looking for. Using only a few letters will ensure that you are not missing the site because it is named slightly differently than you might expect.

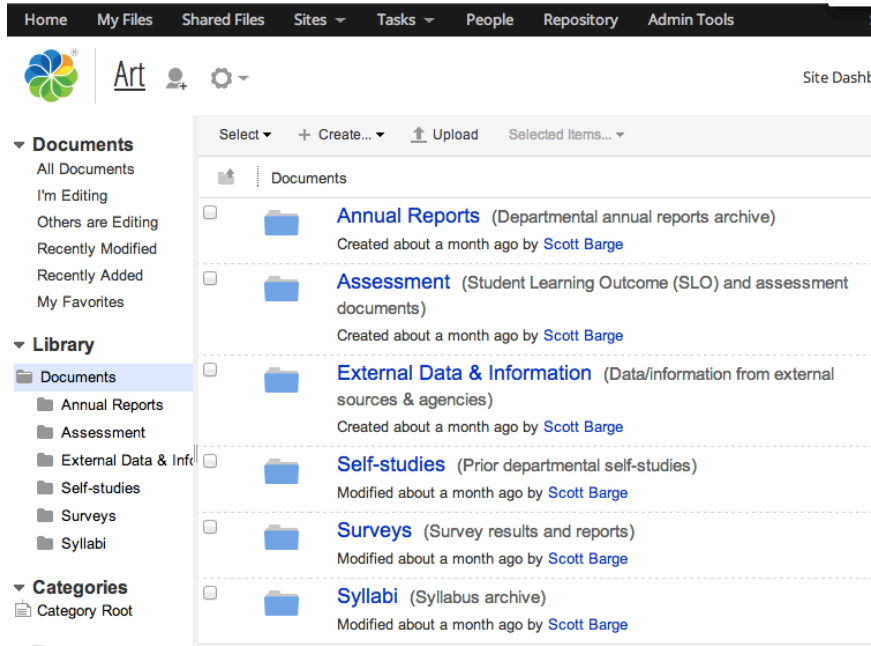


4. From either the My Sites list or from the Site Finder search results, click the name/link for the site to enter it.
5. Once you are in the site, you will be on its dashboard. To access the site's documents and files, click the link in the upper right to the **DOCUMENT LIBRARY**.

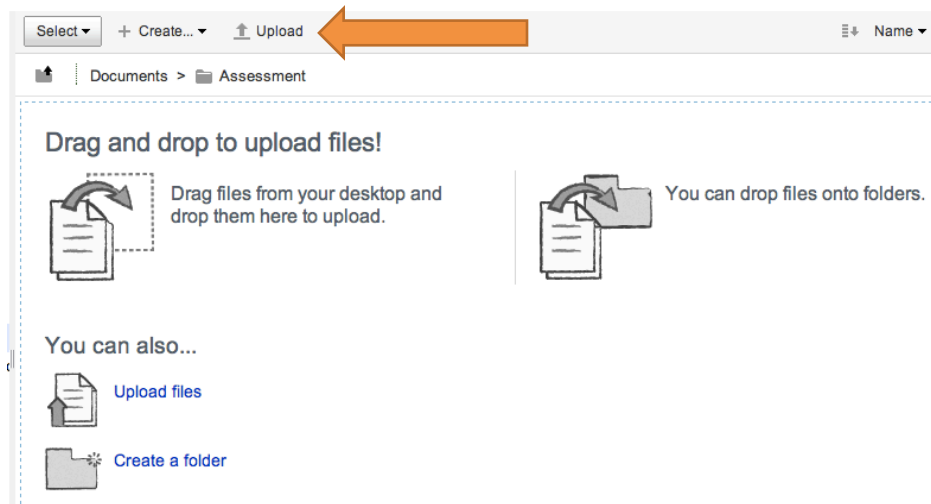


6. In the **DOCUMENT LIBRARY** you'll find folders for a variety of types of information. Browse folders like you would browse your files in Windows or Mac OS X.

NOTE: Please do not delete or rename any of the existing folders or their contents!



7. You may add files or folders using the links at the top of the files area, or by dragging and dropping from your own computer.



To Access Alfresco from an iPad or iPhone

1. Search in the App Store for "Alfresco"
2. Install the app titled "Alfresco," which is published by "Alfresco Software, Inc." Be sure to choose this app and not one of the other options that are available.
3. To configure the app after you have installed it:
 - a. Launch the app
 - b. The app presents you with some "getting started" options; tap "I already have an account."
 - c. Tap "Alfresco Server"
 - d. Enter the details for our server:
 - i. Username: your GC username
 - ii. Password: your GC password
 - iii. Server Address: alfresco.goshen.edu

- iv. Description: GC Alfresco
 - v. HTTPS: Off
 - vi. Port: 8080 [change this from the default of 80]
 - vii. Service Document: accept default (/alfresco/service/cmisis)
 - viii. Client Certificate: no changes here
- e. Save these settings
 - f. To access documents, tap the Alfresco button at the top left for the menu and use the buttons at the bottom of the menu (Activities, Documents, Tasks, Favorites, More) to select Documents.
 - g. Select the site you wish to enter
 - h. Browse the site folders