

DPHSS Website Administration Tutorial

Posting News and Press Releases

Posting News and Press Releases

- 2 Step Process
- Post Documents (PDF)
- Post Articles (Announcements, Press Releases, etc)
- Authors' contributions will not be published immediately.

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/user>. The page header includes the Department of Public Health and Social Services logo and name in English and Chamorro. Navigation links for 'Directions', 'Business Hours', and 'Contact Us' are present. A search bar is also visible. The main navigation menu lists various divisions: General Administration, Public Health, Public Welfare, Environmental Health, Senior Citizens, Forms & Documents, and About Us. The current page is titled 'User account' and features three main buttons: 'Create new account', 'Log in', and 'Request new password'. Below these are input fields for 'Username' and 'Password', each with a red asterisk indicating a required field. A 'Log in' button is positioned below the password field. To the left, there is a 'Poll' section with the question 'How many times a week do you exercise?' and several radio button options. At the bottom left, there is a 'Low-Income Info' link.

Login - <https://dphss.guam.gov/user>

Your Username and Password is the same as your Active Directory login information.

Department of Public Health and Social Services | Dipattamenton Salut Pubbleko Yan Setbison Susiat

https://dphss.guam.gov/

Welcome to the Official DPHSS Website

Hafa Adai and welcome to the Department of Public Health and Social Services web site! We are happy to continue this effort in presenting this web site as a medium to providing the public with information.

If you should have any inquiries, feel free to make contact with the appropriate program staff member.

Un dangkulo na Si Yu'os Ma'ase (Thank you very much).



Navigation

- ▶ Add content

User menu

- My account
- My Content
- ▶ My main profile
- Log out

Poll

How many times a week do you exercise?

- Twice a week
- Once a week

Notice to Child Care Providers

Submitted on Friday, October 14th, 2011 @ 12:00am ChST

Effective October 1, 2011, the FY2012-2013 Child Care Development Fund (CCDF) State Plan has been approved. A copy of the State Plan may be obtained at the Bureau of Economic Security, Administration Office Room #7 Legacy Square, Rte 10, Mangilao from 8:00 a.m. to 5:00 p.m.

[Read more »](#)

Annual Open Enrollment for Medicare Part D

Submitted on Wednesday, October 12th, 2011 @ 12:35pm ChST

The Department of Public Health and Social Services would like to announce that the annual enrollment period for Medicare's prescription drug program, nationally known as Medicare Part D, is from October 15, 2011 through

Overall Mission Statement

To assist the people of Guam in achieving and maintaining their highest levels of independence and self-sufficiency in health and social welfare.

Citizen Centric Report FY2010



[Click to view PDF](#)

Health Links

How To Post

Click Add Content

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/#overlay=node/add>. The page title is "Add content | Department of Public Health and Social Services". The main content area is titled "Add content" and features a white overlay menu with the following options:

- Home
- Article: Use *articles* for time-sensitive content like news, press releases or blog posts.
- Document**: Container for PDF documents. These documents can be linked from Articles. They are also indexed for the search component.

The "Document" option is circled in red. Below the overlay, the page content includes a "Welcome to the Official DPHSS Website" section with a welcome message in English and Chamorro, and a "Notice to Child Care Providers" section with a submission date of Friday, October 14th, 2011 @ 12:00am ChST. The notice states that the FY2012-2013 Child Care Development Fund (CCDF) State Plan has been approved and is available at the Bureau of Economic Security, Administration Office Room #7. A "User menu" is visible in the bottom left corner with a "My account" link.

How To Post

If you have a PDF, click Document

Create Document | Department of Public Health and Social Services

https://dphss.guam.gov/#overlay=node/add/document

Create Document

Home » Add content

Title *

Download PDF *

Choose File no file selected Upload

A PDF Document will be linked and indexed on the site.
Files must be less than 20 MB.
Allowed file types: pdf.

Save Preview

If you should have any inquiries, feel free to make contact with the appropriate program staff member.

Un dangkulo na Si Yulo's Ma'ase (Thank you very much).

Navigation

► Add content

User menu

◦ My account

Notice to Child Care Providers

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Overall Mission Statement

To assist the people of Guam in achieving and maintaining their highest levels of independence and self-sufficiency in health and social welfare.

Choose a title and remember it

Choose the PDF

Click save

Posting a PDF Document

Upload your document in 3 steps.
Remember your document title.

So Smart. So Safe. Prutehi Hao! | Department of Public Health and Social Services

https://dphss.guam.gov/document/so-smart-so-safe-prutehi-hao

Google



Department of Public Health and Social Services

Dipattamenton Salut Pupleko Yan Setbison Susiat

Directions | Business Hours | Contact Us

Search DPHSS »

Division of General Administration | Division of Public Health | Division of Public Welfare | Division of Environmental Health | Division of Senior Citizens | Forms & Documents | About Us

Home » So Smart. So Safe. Prutehi Hao!

So Smart. So Safe. Prutehi Hao!

View Edit

Download PDF

PR 2011.073.pdf

Navigation

► Add content

User menu

- My account
- My Content
- My main profile
- Log out

Poll

How many times a week do you exercise?

Twice a week

Success!

If you see this page, your document has been posted.

So Smart. So Safe. Prutehi Hao! | Department of Public Health and Social Services

https://dphss.guam.gov/document/so-smart-so-safe-prutehi-hao

Google



Department of Public Health and Social Services

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Home » So Smart. So Safe. Prutehi Hao!

So Smart. So Safe. Prutehi Hao!

Navigation

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Poll

How many times a week do you exercise?

Twice a week

View Edit

Download PDF

PR 2011.073.pdf

Next Step

Let's post an Article. Click Add Content again.

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/#overlay=node/add>. The page title is "Add content | Department of Public Health and Social Services". A white overlay titled "Add content" is displayed, featuring a search bar and two main options: "Article" and "Document". The "Article" option is circled in red and includes the text: "Use *articles* for time-sensitive content like news, press releases or blog posts." The "Document" option includes the text: "Container for PDF documents. These documents can be linked from Articles. They are also indexed for the search component." Below the overlay, the main page content is visible, including a "Welcome to the Official DPHSS Website" section with a welcome message in English and Chamorro, and a "Notice to Child Care Providers" section with a submission date of Friday, October 14th, 2011. A navigation menu on the left includes "Add content" and "User menu".

Post an Article

This time, click Article.

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/document/so-smart-so-safe-prutehi-hao#overlay=node/add/a>. The page title is "Create Article | Department of Public Health and Social Services". The main content area is a "Create Article" form. At the top of the form is a "Title *" field with a red arrow pointing to it and the text "Choose a title" above it. Below the title field is a "Body (Edit summary)" section with a rich text editor. The editor contains the text "Type in some body text" and "Use at least two or three sentences" in red, with a red arrow pointing to the text area. Below the editor is a "Switch to plain text editor" link. At the bottom of the form, there is a "Text format" dropdown set to "Filtered HTML" and a link for "More information about text formats". A list of allowed HTML tags is provided: `<p>`, `<div>`, `<a>`, ``, ``, `<cite>`, `<blockquote>`, `<code>`, ``, ``, ``, `<dl>`, `<dt>`, `<dd>`. The browser's address bar shows a search for "Google".

Article - Required Stuff

Add a Title and Body Text.

Create Article | Department of Public Health and Social Services
https://dphss.guam.gov/document/so-smart-so-safe-prutehi-hao#overlay=node/add/a

Switch to plain text editor

Text format **Filtered HTML** [More information about text formats ?](#)

- Web page addresses and e-mail addresses turn into links automatically.
- E-Mail addresses are hidden with reCAPTCHA Mailhide.
- Allowed HTML tags: <p> <div> <a> <cite> <blockquote> <code> <dl> <dt> <dd>

- Lines and paragraphs break automatically.

Add some tags (optional)

Tags

Enter a comma-separated list of words to describe your content.

Image **Attach an image (optional, recommended)**

Choose File no file selected Upload

Upload an image to go with this article.
Files must be less than 20 MB.
Allowed file types: png gif jpg jpeg.

Document (optional) type in the first word of the title.

DOCUMENTS

+

Click this if you have more documents to attach

Add another item

Save Preview **Save!**

Article - Optional Stuff

If you'd like, click Preview to see what your post looks like before saving.

The screenshot shows a web browser window with the address bar displaying <https://dphss.guam.gov/article/2011/10/18/so-smart-so-safe-prutehi-hao>. The page title is "So Smart. So Safe. Prutehi Hao! | Department of Public Health and Social Services". A green notification bar at the top states: "Article So Smart. So Safe. Prutehi Hao! has been created." The main content area features the article title "So Smart. So Safe. Prutehi Hao!" with "View" and "Edit" buttons. Below the title, it says "Submitted on Tuesday, October 18th, 2011 @ 10:01pm ChST". The article text reads: "The Department of Public Health and Social Services is pleased to announce that the STD/HIV Program Public Information Campaign 'So Smart. So Safe. Prutehi Hao!' will premier at the First Guam International Film Festival (GIFF) on Saturday, October 1, 2011 at 5:45pm at the Micronesia Mall Stadium Theatres." Below the text is a "Download PDF" link with a PDF icon and the filename "PR 2011.073.pdf". On the left sidebar, there is a "Navigation" menu with "Add content", a "User menu" with "My account", "My Content", "My main profile", and "Log out", and a "Poll" titled "How many times a week do you exercise?" with radio button options: "Twice a week", "Once a week", "Three times a week", "Four times a week", "Every day", and "I'm always at the gym". A "Vote" button is at the bottom of the poll.

Success!

Your Article has been posted. It is unpublished until a Publisher reviews and publishes it.

The screenshot shows a web browser window with the URL <https://dphss.guam.gov/article/2011/10/18/so-smart-so-safe-prutehi-hao>. The page title is "So Smart. So Safe. Prutehi Hao! | Department of Public Health and Social Services". A green notification bar at the top states: "Article So Smart. So Safe. Prutehi Hao! has been created." Below this, the article title "So Smart. So Safe. Prutehi Hao!" is displayed with "View" and "Edit" buttons. The article text reads: "Submitted on Tuesday, October 18th, 2011 @ 10:01pm ChST. The Department of Public Health and Social Services is pleased to announce that the STD/HIV Program Public Information Campaign 'So Smart. So Safe. Prutehi Hao!' will premier at the First Guam International Film Festival (GIFF) on Saturday, October 1, 2011 at 5:45pm at the Micronesia Mall Stadium Theatres." Below the article is a "Download PDF" link for "PR 2011.073.pdf". On the left sidebar, the "User menu" is visible, with "My Content" circled in red. Other menu items include "My account", "My main profile", and "Log out". A "Poll" section asks "How many times a week do you exercise?" with radio button options: "Twice a week", "Once a week", "Three times a week", "Four times a week", "Every day", and "I'm always at the gym". A "Vote" button is at the bottom of the poll.

View Your Content

Let's take a look at the status of your content.
Click My Content.

My Content | Department of Public Health and Social Services
 https://dphss.guam.gov/my-content

Department of Public Health and Social Services
 Dipattamenton Salut Pupbleko Yan Setbison Susiat

Directions | Business Hours | Contact Us

Search DPHSS »

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Home » My Content

Published content **Unpublished content**

My Content

Navigation
 Add content

User menu
 My account
 My Content
 My main profile
 Log out

Poll
 How many times a week do you exercise?
 Twice a week

	Published	Updated date
So Smart. So Safe. Prutehi Hao!	No	Tuesday, October 18, 2011 - 22:01
test	No	Tuesday, October 18, 2011 - 21:58
So Smart. So Safe. Prutehi Hao!	No	Tuesday, October 18, 2011 - 21:26
Press Release 2011-072 Payment Adjustment for Provider Preventable Conditions	Yes	Sunday, October 16, 2011 - 13:46
Press Release 2011-073 Prutehi Hao	Yes	Sunday, October 16, 2011 - 13:08
Press Release 2011-074 Annual Open Enrollment for Medicare Part D	Yes	Sunday, October 16, 2011 - 12:34
Citizen Centric Report - Fiscal Year 2010	Yes	Sunday, October 16, 2011 - 12:02
Annual Open Enrollment for Medicare Part D	Yes	Sunday, October 16, 2011 - 19:55
So Smart. So Safe. Prutehi Hao!	Yes	Sunday, October 16, 2011 - 20:54
Payment Adjustment for Provider Preventable Conditions	Yes	Sunday, October 16, 2011 -

Click to view/edit

Your Content Summary

See a list of your content, published and unpublished.
 Click an Title to view or edit your content.

Summary

- Posting an Article is a 2 step process if you have a Document (PDF)
- Step 1 (optional): Post your Document (PDF).
- Step 2: Post the Article. Attach the Document from Step 1 if necessary.
- AUTHORS : Notify a Publisher that you have posted content. It will be up to them to publish it to the website for the public to see.
- You may review your content at any time by clicking "My Content" on the sidebar.