

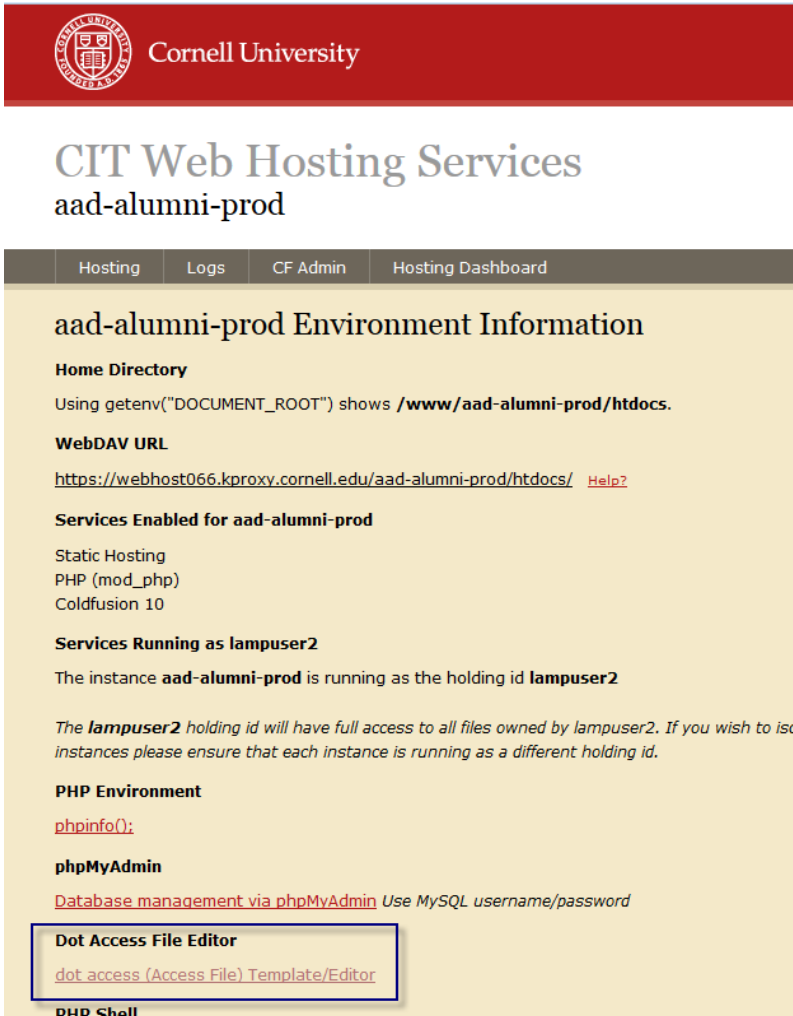
Provide access to edit websites

This document will walk you through the process of providing people access to edit the Intranet page and the Alumni Affairs & Giving pages (alumni.cornell.edu & giving.cornell.edu).

Part 1: Adding the user to the webdav

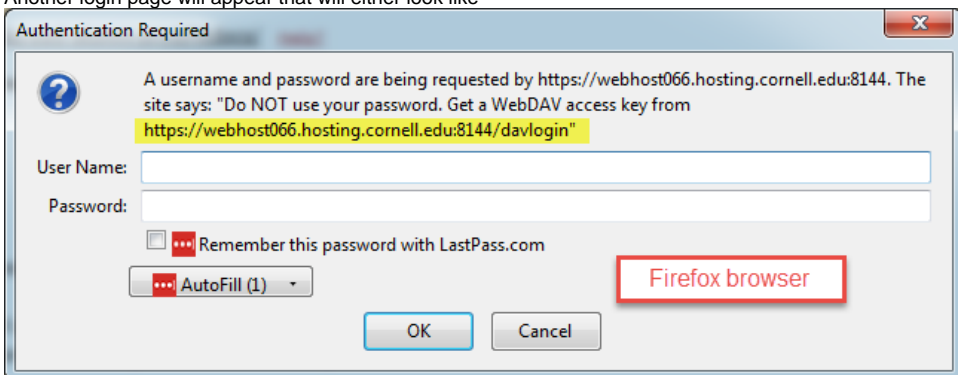
In order to provide access to these you will need access to edit the webdav files, and Administrator privileges in Contribute or the connection files for Contribute (.stc file format). You will need to send the connection file but if you do not have it then you can create a new one with the Administrator rights.

1. The URL for the webdav access is <https://webhost066.hosting.cornell.edu:8243/> . You might want to build a "My Tool" for it. If you do not have access to the page, but should, contact Deb Muncey (should I change this to "alumniwebmaster@cornell.edu?") who can work with CIT to issue access to the page. The link should bring you to a page that looks like the image below.
2. Clicking that link should bring you to a page that looks like the following image.



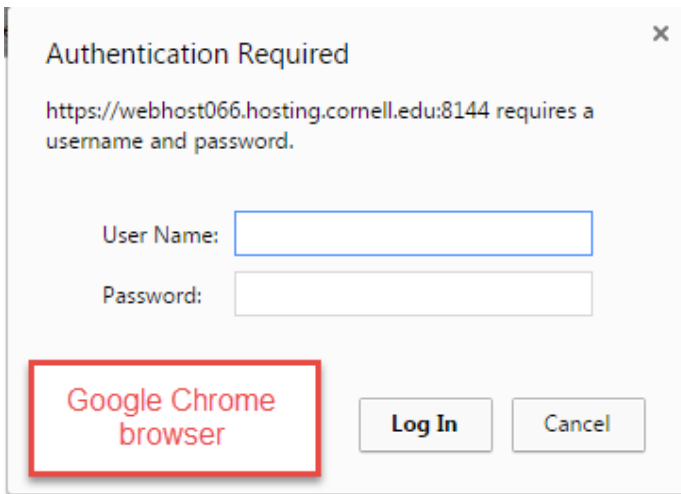
The screenshot shows the Cornell University logo at the top. Below it is the title "CIT Web Hosting Services" and the sub-title "aad-alumni-prod". A navigation bar contains links for "Hosting", "Logs", "CF Admin", and "Hosting Dashboard". The main content area is titled "aad-alumni-prod Environment Information". It includes sections for "Home Directory" (showing /www/aad-alumni-prod/htdocs), "WebDAV URL" (https://webhost066.kproxy.cornell.edu/aad-alumni-prod/htdocs/), "Services Enabled for aad-alumni-prod" (Static Hosting, PHP, Coldfusion), "Services Running as lampuser2", "PHP Environment" (with a phpinfo() link), "phpMyAdmin" (with a database management link), and "Dot Access File Editor" (with a link to dot access (Access File) Template/Editor). A "PHP Shell" link is also visible at the bottom.

3. Click on the "dot access (Access File) Template/Editor".
4. Another login page will appear that will either look like



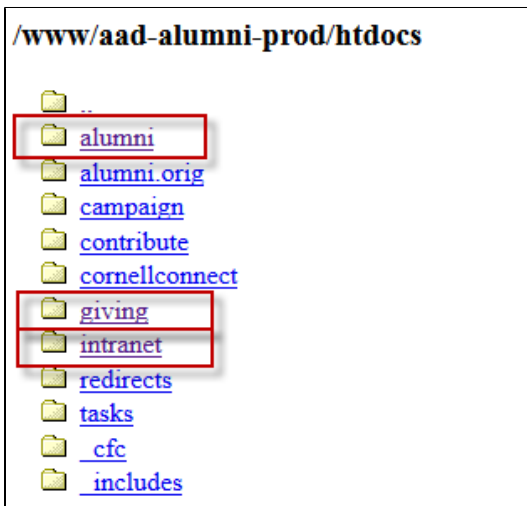
The dialog box is titled "Authentication Required". It contains a message: "A username and password are being requested by https://webhost066.hosting.cornell.edu:8144. The site says: 'Do NOT use your password. Get a WebDAV access key from https://webhost066.hosting.cornell.edu:8144/davlogin'". Below the message are input fields for "User Name:" and "Password:". There is a checkbox for "Remember this password with LastPass.com" and a button for "AutoFill (1)". At the bottom are "OK" and "Cancel" buttons. A red box highlights the "Firefox browser" text on the right side of the dialog.

or

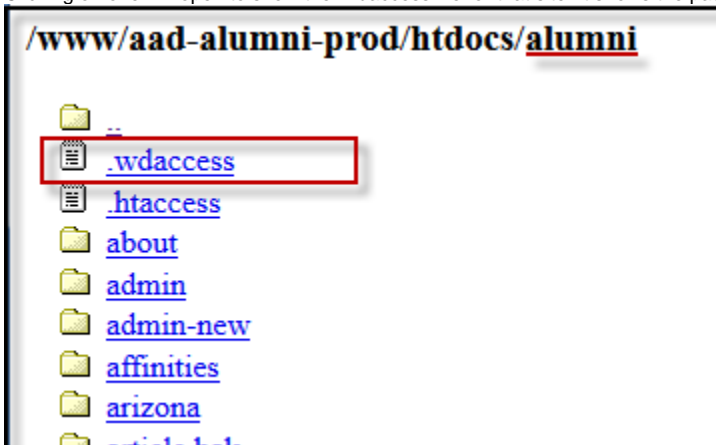


The user name is your netid but you will need to go to <https://webhost066.hosting.cornell.edu:8144/davlogin> and retrieve the password from that page.

5. Depending on what site you need to grant access to, the Intranet, Giving, or the Alumni Affairs Page, will change what link you need to click. For the Alumni Affairs page click "alumni", for the Giving page click "giving" and for the Intranet click "intranet".

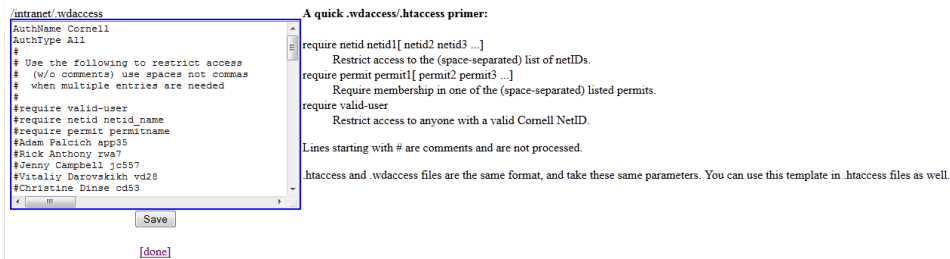


6. Clicking on one will open to show the .wdaccess file for that site. It shows the path & site name at the top.



7. When you go into the file it should open a page that looks like the image below.

Scroll down in the window (outlined in the image below) until you get to the bottom of the list that starts with "#". Using the other lines as an example type in "#Firstname Lastname NetID" this is just so people looking at the list know what NetID belongs to who. Once you have done that go to the line that begins with "require netid". Scroll to the side until you get to the end of the list of NetIDs then add the NetID of the person who needs access to the end of the list.



8. Once you are done adding the information in press “Save” then at the next page select “[done]” and it will return to back to the page where you click “.wdaccess”. You are now safe to close out of the window.

Part 2: Connection keys

1. If the keys are already built, attach the appropriate one to an email and send with the instructions shown below. If the keys are not built yet instructions are in the [Creating the connection keys](#) how-to.

a. **Contribute connection key email** - [Alumni.cornell.edu](mailto:alumni@cornell.edu) or [giving.cornell.edu](mailto:giving@cornell.edu)

Please follow the steps below to connect to the Alumni Affairs page.

- i. Open the attachment in this email.
- ii. It will bring up a dialog box within Contribute. Enter in your email address (make sure you use @cornell.edu) and the connection key: (without quotes) “alumniaffairs”. Then press “OK”
- iii. A new box will appear asking for your Username and Password. Your Username is your NetID and your password is your Cornell University password.
- iv. Click “OK” and a new box will appear and you will see 2 progress bars. Once that box disappears your connection has been built.

If you run into any issues please let me know.

b. **Contribute connection key email** - [aad.cornell.edu](mailto:aad@cornell.edu)

Please follow the steps below to connect to the intranet page.

- i. In the address bar type in <https://aad.kproxy.cornell.edu> and press “Enter”
- ii. Login to Cornell University using your NetID and password
- iii. Once you are logged in return to this email and open the attachment.
- iv. It will bring up a dialog box within Contribute. Enter in your email address (make sure you use @cornell.edu) and the connection key: (without quotes) “alumniaffairs”. Then press “OK”
- v. A new box will appear asking for your Username and Password. Your Username is your NetID and your password is your Cornell University password.
- vi. Click “OK” and a new box will appear and you will see 2 progress bars. Once that box disappears your connection has been built.

If you run into any issues please let me know.



Related articles

- [Add/manage accounts for Media3 access to edit websites](#)
- [Use Contribute with Mountain Duck](#)
- [Provide access to edit websites](#)
- [Remove a connection key in Contribute](#)
- [Building Contribute Connections - Alumni & Giving](#)