

## **Logging In to Omni Update**

Go to the universities home page; from here navigate to your specific page, or type in your URL, [www.uvu.edu/\(departmentnamehere\)](http://www.uvu.edu/(departmentnamehere))

Once the main page has been reached you can either navigate to the page that needs to be edited or log in and go to the page that needs to be edited from within the Omni Update interface.

**To reach the log in page;** at the bottom of the page there is the phrase “Last Updated”. This tells you the last time the page was modified; it is also a button that takes you to the Omni update login page. Example Last Updated 00/00/00

Enter your log in name (first six letters of your last name and the first two of your first name) If this is the first time logging in then the default password will be set to 12345.

The page is now ready for editing; other pages that need to be added can be gotten to from this location.

How to get Access to Omni Update;

If you don't have access to Omni update, contact Phil Taylor at [talyorph@uvu.edu](mailto:talyorph@uvu.edu).

Levels of access will vary.