

Getting Started

[DOTD Internet Home](#)

<http://wwwsp.dotd.la.gov>

Sign on to a DOTD Internet Site

- Under **EMPLOYEE PORTAL** (Upper Right Corner)
- Click **SIGN IN/OUT**

When signing on to DOTD Internet Site from outside of DOTD Network

- Enter your **Username** and **Password**. (Ex. "ladotdom\xxxxx")
- Click **OK**

Add a Web Part

- Select the **Page** tab.
- Click **Edit**
- On the page, click where you want the web part to appear.
- Select the check box of the web part or parts to add.
- Select the **Insert** tab.

- Click **Web Part**
- Select the web part and click **Add**

Remove Web Parts

- Select the **Page** tab.
- Click **Edit**
- Click the **▼** on the web part.
- Select **Delete**
- The web part will be removed from the page.

Upload a Single Document

- Select the **Add Document** link.
- Click **Browse...**
- Highlight the desired document.
- Click **Open**
- Click **OK**

Upload a Multiple Documents

- Select the **Add Document** link.
- Click **Upload Multiple Files**.
- Click **Browse for Files instead**.
- Highlight the desired documents.
- Click **Open**
- Click **OK**
- Click **Save**

Delete a Document

- Check the check box next to the document name.
- Under **Site Actions**
- Click **Edit Page**
Change the content and Web Parts on this page.
- On the **Document** tab, click **Delete Document**
- Click **OK**

See Version History of a Document

- Check the check box next to the document name.
- On the **Document** tab, click **Version History**
- To read a previous version, click on the date and time the version was created.

Upload a Single Image

- Click **Site Actions**
- Click **Edit Page**
Change the content and Web Parts on this page.
- Click **Insert** tab
- Click **Picture**
- Click **From Computer**
- Click **Browse...**
- Highlight the desired image
- Click **Open**
- Use dropdown **Upload to:**
- Choose **Pictures** library
- Click **OK**
- Click **Save**

Upload a Multiple Images

- Under **Site Actions**
- Click **View All Site Content**
View all libraries and lists in this site.
- Under document libraries, choose the image library you want (usually **Pictures**)
- Click **+ Add new item**
- Click **Upload Multiple Files...**
- Click **Browse for files instead**
- Use Ctrl key to choose multiple images
- Click **Open**
- Click **OK**
- Click **Done**