

## Getting Started: Advanced Setup

### Your Hub's Getting Started Page

Your hub should have a getting started page at <your hub url>/gettingstarted. Most of the items addressed on this page are discussed in further detail below.

### Editing "About You", "How to Contact", & "Terms of Use" Pages

1. First login to the administrative interface of your hub.
2. Once logged in, find **Content** in the main menu bar located toward the top of the page.

3. Click on the **Article Manager** link.

4. You should now be presented with a list of all the content articles. There are a few methods to find the

specific entry you want to edit. You can filter by state, category, author, etc. or search for the title of

the article page. A third option would be to look through the list manually, if you really want.

5. Please find the **About Us** page as we will use that as an example. Once found, click the article title to

edit it.

6. You now should be presented with a page where you can edit the text, title and other page

parameters similar to the image below.

7. When your edits are complete, click the **Save & Close** toolbar button to save your changes and return

you to the Article Manager screen.

8. Alternatively, you may click the **Save** toolbar button to save your article but leave it open for editing.

### Facebook Authentication

## Step 1: Setting Up Facebook

1. Navigate to (<https://developers.facebook.com>).
2. Begin by logging into a Facebook account or creating a new Facebook account for your Amazon Instance.
3. After successfully logging into Facebook, click the **My Apps** tab, then in the drop-down select **Register as a developer**.
4. Read through the Facebook policies and accept the policies by changing the answer from **No** to **Yes** with the switch button, and then click **Register**.
5. Select the **My Apps** tab again and from the drop-down click **Add a New App**.
6. Select the platform of the new app by clicking the **WWW** or "Website" icon.
7. In the upper right corner of the page, select the **Skip and Create App ID** button.
8. Fill in the **Display Name** in the name field and select the category of the application depending on your field.
9. Fill in the rest of the **New App ID** information or leave it blank depending on your preference, then click **Create App ID**.
10. On the application dashboard, copy the App ID and App Secret. In order to copy the App Secret you will have to click **Show** in order to access the full secret code.

## Step 2: Enabling Facebook

1. Navigate to your Amazon Instance, and access the backend of the hub.
2. Click the **Extensions** tab and then from the drop-down select **Plug-in Manager**.
3. Locate the **Authentication-Facebook** plug-in and open the plug-in by clicking the plug-in name.
4. Inside the plug-in, change the status of the plug-in from **Disabled** to **Enabled**.
5. Insert the App ID and Consumer Secret into the corresponding fields and click **Save & Close**.
6. The Facebook Authentication will be available for users to use in order to login into the hub.

## LinkedIn Authentication

# Step 1: Setting Up LinkedIn

1. Navigate to (<https://www.linkedin.com/secure/developer>).

2. Begin by logging into a LinkedIn account or creating a new LinkedIn account for your Amazon

Instance.

3. After successfully logging into LinkedIn, under the list of applications click **Add New Application**.
4. Fill out the form to register a new application.
5. Click **Add Application** once you have finished filling out all the required fields in the application form.

6. Once you receive a message stating, **Your application was successfully created**, copy the API key

## Step 2: Enabling LinkedIn

and the Secret key.

1. Log into your Amazon Instance and log into the administrative side of the Amazon Instance.

2. Under the **Extensions** tab select from the drop-down **Plug-in Manager**.

3. Inside the Plug-in Manager, locate the **Authentication-LinkedIn** plug-in.
4. Select the title of the plug-in, then inside the plug-in fill in the API key and the Secret key.
5. Enable the plug-in by selecting from the Status drop-down, then click **Save & Close** to save the changes that were made.

6. The LinkedIn plug-in will be successfully enabled and available for users to use as another option to

### Google Authentication login to your Amazon Instance.

## Step 1: Enable the Google+ API

1. Navigate to the Google Developers Console (<https://console.developers.google.com/project>) and log into a Google Account or create a new Google account for you Amazon Instance.
2. Select a project or create a new one by clicking **Create Project**:
3. In the Pr

1. **Note:** Use a single project to hold all platform instances of your app (Android, iOS,

web, etc.), each with a different Client ID.

1. Click on the new project name in the list to start editing the project.
  2. Click the **Create** button and wait for the project to be created.
  3. In the **Project ID** field, optionally type in a project ID for your project or use the one that the console has created for you. This ID must be unique world-wide.
4. In the left sidebar, select the **APIs** item below "APIs & auth". A list of Google web services appears.
  5. Find the **Google+ API** service and set its status to **ON**—notice that this action moves the service to the top of the list. You can turn off the Google Cloud services.
  6. In the sidebar under "APIs & auth", select **Consent screen**.
    - a. Choose an **Email Address** and specify a **Product Name**.
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7. In the left sidebar, select the **IDs** item below "APIs & auth".
  8. Click **Create a new Client ID** — a dialog box appears.
  9. In the **Application type** section of the dialog, select **Web application**.
  10. In the **Authorized JavaScript origins** field, enter the origin for your app. You can enter multiple origins to allow for your app to run on different protocols, domains, or subdomains. Wildcards are not allowed. In the example below, the second URL could be a production URL.
  11. Click the **Create Client ID** button.
  12. Register the origins from which your app is allowed to access the Google APIs, as follows. An origin is a unique combination of protocol, hostname, and port.
  13. In the resulting **Client ID for web application** section, copy the **Client ID** and **Client secret** that your app will need to use to access the APIs.

## Step 2: Enable the Authentication-Google Plug-in

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1. Once you have collected your **Client ID** and **Client secret**, log into your Amazon Instance and

navigate to the administrative side.

2. Select the **Extensions** tab and then from the drop down select the **Plug-in Manager** button.

3. Locate the **Authentication-Google** plug-in and select the plug-in's title.

4. Inside the plug-in, locate the **Status** section and select **Enable** from the drop-down.

5. Fill in the **Client ID** and **Client Secret** into the appropriate fields.

6. Save all the changes by clicking **Save & Close**.

7. Your Amazon Instance users will be able to log into your instance with Google authentication.

### **Google Analytics**

## **Step 1: Set Up Google Analytics on Google**

1. Navigate to ([google.com/analytics](https://google.com/analytics)) and select **Access Google Analytics**.

2. You will be required to login to a Google account. We suggest creating a Google Account for your hub

if you have not already done so.

3. Click **Sign Up** and begin filling in the required fields in the analytics form.

4. Select **Get tracking ID**, and then read and accept the terms of Google Analytics by clicking **I accept**.

## Step 2: Enabling Google Analytics

5. You will receive a tracking ID. This ID will be used on the hub in order to finish the set up process.

1. Navigate back to your Amazon Instance and log into the backend or administrative side.
2. Click on the **Extensions** tab and then select from the drop-down the **Module Manager**.
3. On the **Module Manager** page click the New button and locate **Google Analytics** from the new  
module list.

4. Open the new module by clicking on its title then fill in the tracking ID, title, and the position of the

module to be in the footer (typically, this module should be in a position present on every page--for

HUBzero-built templates, that tends to be position "footer").

5. Click **Save & Close** and Google Analytics will be installed in your Amazon Instance.

## Google Drive

# Step 1: Configuring Google Drive in Projects on a Hub

1. Navigate to [console.developers.google.com](https://console.developers.google.com) and login with your hub gmail account.
2. Click **Create Project** to create a new project for your hub.
  - a. Enter the Project Name. We suggest using your hub name.
  - b. Enter the Project ID. The Project ID is a globally unique identifier that cannot be renamed. Use the ID given, or specify a new one in the field.

- c. Click **Create**.
3. Once created, click the link to your project to open it.
4. From the Dashboard, click “Enable an API” to select services for the project. From this list, find and turn on Drive API and Drive SDK services by clicking **Off** next to each to switch them to **On**. Be sure to accept Terms of Service if asked.
5. Next, navigate to the left hand menu to find APIs & auth. Click **Consent Screen** to set up the branding information. Fill in all required fields.
  - a. Choose the hub email account from the Choose your email dropdown.
  - b. In Product name, type **Project Files to Google Drive Connector**.
  - c. Click **Save**.
6. Next, click **Credentials** under APIs & auth.
7. Click **Create new Client ID**.
8. On the Create Client ID screen, choose **Web Application** under Application Type.
9. In the Authorize Javascript origins field, type your hub URL (i.e. <https://yourhub.org>)
10. In the Authorized Redirect URIS field, type your hub URL and add /projects/auth (i.e. <https://www.yourhub.org/projects/auth>).
11. Click **Create Client ID**.
12. Under Client ID for web application, note the Client ID and Client Secret, as these will be needed.
13. Under Public API Access, click Create New Key.
14. Choose **Browser key** from the Create a new key pop-up.
15. In the HTTP Referrers field, type in your hub name followed by/\* . Example:  
yourhub.org/\*
16. Click Create. Note the API Key: After this step, you will navigate back to the hub to configure.

## Step 2: Turning on Google Drive in Projects

1. Navigate to [yourhub.org/administrator](https://yourhub.org/administrator) and log in.
2. Navigate to the **Extensions** menu, and click **Plug-in Manager**.
3. In the search, type **Projects**, and click **Search**.
4. In the results, find the Projects – Files plugin. Click the title to edit.
5. Scroll down until you see the Google Connection Enabled option. Choose **yes** from the drop-down.
6. Fill in the Google Client ID, Client Secret, and API Key fields with the information from your account.
7. Choose when to auto-sync.
8. If you would like to only make Google Drive available to certain projects, type the alias of the project into the Connected Projects.
9. Click **Save & Close**.

### **CKEditor**

CKEditor is a HTML text editor designed to simplify web content creation. It's a WYSIWYG editor that brings common word processing features directly into the web pages being built. After a Hub has been updated to R1.3.0 various settings need to be adjusted on the administrator backend of the Hub to allow CKEditor for all users.

## **Step 1: Global Configuration**

1. On the backend of the Amazon Instance, select the "Site" tab from the top menu.

2. Click on the “Global Configuration” from the drop-down to open up the global configuration

settings.

3. Under the “Site” tab navigate to “Site Settings” and then locate “Default Editor”.

4. Select “Editor-CKEditor” from the drop-down.

## Step 2: HTML Format Handler Plug-in

5. Click “Save & Close” to save the newly changed settings.

1. On the backend of the Amazon Instance, select the “Extensions” tab from the top menu.

2. Click on the “Plug-in Manager” from the drop-down.

3. Enter “Content – HTML Format Handler” into the search box and click “Search”.

4. Click on the “Content – HTML Format Handler” title to open up the plug-in.

## ReCAPTCHA

5. In “Details” change the status to “Enabled” and then click “Save & Close”.

## Step 1: Set Up ReCAPTCHA on Google

1. Navigate to (<https://www.google.com/recaptcha/intro/index.html>) and select **Get reCAPTCHA**.

2. You will be required to login to a Google account, at this point consider creating a new account

for you Amazon Instance or use a previously created account.

3. Fill in the **Label** field and **Domain** field with the appropriate information.

## Step 2: Enabling ReCAPTCHA

4. Copy the **Site key** and **Secret key**.

1. Navigate to your Amazon Instance and log into the administrative side.

2. Select the **Extensions** tab and from the drop-down select **Plug-in Manager**.

3. Locate the **CAPTCHA-ReCAPTCHA** plug-in and click on the title.

4. Change the status of the plug-in from **Disabled** to **Enabled**, then fill in the **Public key** and the

**Secret key**.

5. Save the changes by clicking **Save & Close**, then ReCAPTCHA will be activated on your

Amazon Instance.