

## Setting up a website in Glow

### Creating the Web Part:

Log into Glow with your username and password

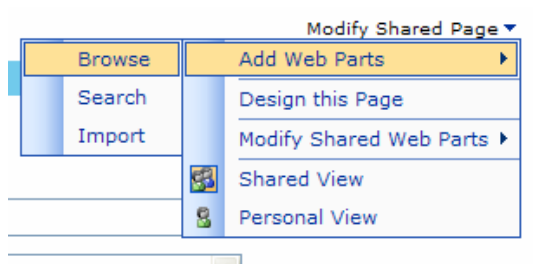
If you are asked to change your password it must be 8 letters or more and must include at least **one non-alphanumeric character** (a character on the keyboard which is not a number or a letter eg. a space, % or other character )

Once you have logged in with a valid username and password, copy them both into a notepad or a word document and save it in you're my documents – you can copy and paste them into the login screen next time you need to log on.

Click on the **My Glow** link on the left-hand navigation bar.



At the top right of the screen click on **Modify Shared Page**.



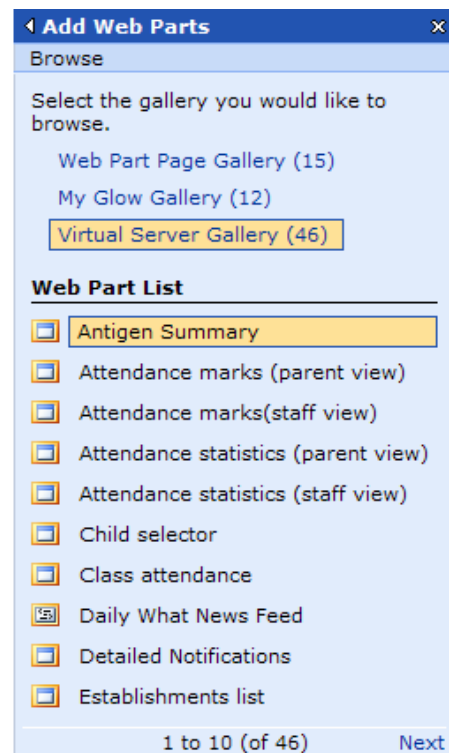
Select **Add Web Parts** then **Browse**. The 'Add Web Parts' menu will open.

Glow switches to the design page view. This view allows you to move web parts around on the page and drag additional web parts from the web part galleries onto the page.

Select the **Virtual Server Gallery**.

Click on **Next** at the bottom of the menu until you see the '**Web Hosting – Web Site Management**' web part.

Drag the 'Web Hosting – Web Site Management' web part onto your page, then Close the '**Add Web Parts**' menu.



**Requesting Your Website:**

In the ‘**Web Hosting – Web Site Management**’ web part, click on **Request a Web Site**.



The **Request a new web site** page will appear. Fill out the form as follows:.

**Web Site Name:**

This is a mandatory field. Enter a suitable name for your web site. Note: the following special characters are not permitted in the web site name:

‘ \ / : \* ? < > | , ’

**Web Site Expires:**

Remove the tick from this option

**Web Site Access:**

This drop-down menu allows you to choose between letting only selected Glow users see your website (Internal intranet) or publishing your web site for all web users to see (Public Internet). Make your website **public**.

Click the tick box to indicate that the acceptable usage policy guidelines will be followed.

Click on **Submit Request**

**Request a new web site**

The screenshot shows a form titled 'Request a new web site'. At the top left, there are three links: 'Submit Request', 'Back', and 'Help'. An arrow points from the text 'Click on Submit Request' to the 'Submit Request' link. Below the links, the text says 'Supply the following information for your Web site:'. The form contains the following fields:
 

- 'Web Site Name: \*' with a text input field.
- 'Select the storage you want:' with a dropdown menu showing '50MB'.
- 'Web Site Expires:' with a checkbox that is unchecked.
- 'Expiry Date:' with a date input field showing '24/01/2012' and a calendar icon.
- 'Web Site Access:' with a dropdown menu showing 'Public Internet'.
- 'Comments:' with a large text area.
- A checkbox at the bottom that is checked, with the text 'I have read and agree to follow the guidelines specified in the [Acceptable Usage Policy \(AUP\)](#) \*'.

 At the bottom left of the form, there are two lines of text: '\* this field is mandatory' and '! represents a field with an invalid value'.

## Viewing your website:

Once your website application has been approved (This might take up to a week)  
Then your website web part in My Glow should look something like this:

**Web Hosting - Web Site Management**

[Request a Web Site](#)

View a Web site by clicking its name. To manage content on a Web site, click the appropriate Manage content link:  
Your Web sites:

Web Site Name	Web Site Access	Expiry Date
<a href="#">ik_testweb</a>	Public Internet	9 Sep 2011

Space used: 0MB (out of 50MB available)

View a Web site request by clicking its name:  
Your Web site requests:

Web Site Name	Status	Request Type	Storage (MB)	Date Submitted
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Click on **Web Site Name** to see the details of the web site:

### Web Site Details

[Request More Storage](#) [Change Expiry Date](#) [Remove this Site](#) [Manage Site Content](#) [Back](#) [Help](#)

Your Web site has the following properties:

Web Site Name: ik\_testweb

Storage Used: 0.08MB

Expiry Date: 9 Sep 2011

Web Site Access: Public Internet

Web Site URL: [http://publicwebsites1.glowscotland.org.uk/ik\\_testweb](http://publicwebsites1.glowscotland.org.uk/ik_testweb)

WebDAV URL: [https://webdav1.glowscotland.org.uk/ik\\_testweb](https://webdav1.glowscotland.org.uk/ik_testweb)

FTPS Server Name: ftp1.glowscotland.org.uk

You can see your web page by clicking on the **Web Site URL** link

When a new web site is approved, Glow automatically creates a home page for your site called 'default.htm'. The home page contains the following message:

## Welcome to the Web Hosting service

This Web site is under construction.

If you are the owner of this site you can find out more about using your Web site from the [Web Hosting Help](#).

Copy this URL to a word document or save it as a favourite so that you can find it without going into Glow.

**Copying files to your website:**

From the Web site Details section copy the **WebDAV URL**

**Web Site Details**

[Request More Storage](#) [Change Expiry Date](#) [Remove this Site](#) [Manage Site Content](#) [Back](#) [Help](#)

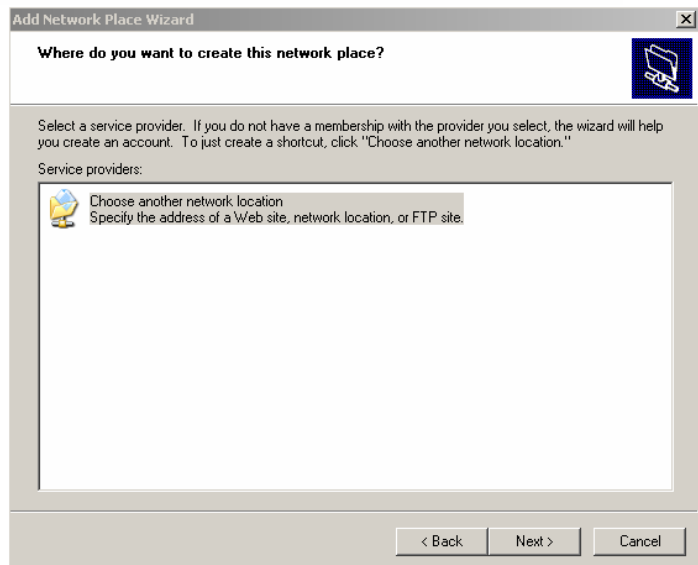
Your Web site has the following properties:

Web Site Name:	ik_testweb
Storage Used:	0.08MB
Expiry Date:	9 Sep 2011
Web Site Access:	Public Internet
Web Site URL:	<a href="http://publicwebsites1.glowscotland.org.uk/ik_testweb">http://publicwebsites1.glowscotland.org.uk/ik_testweb</a>
WebDAV URL:	<a href="https://webdav1.glowscotland.org.uk/ik_testweb">https://webdav1.glowscotland.org.uk/ik_testweb</a>
FTPS Server Name:	ftp1.glowscotland.org.uk

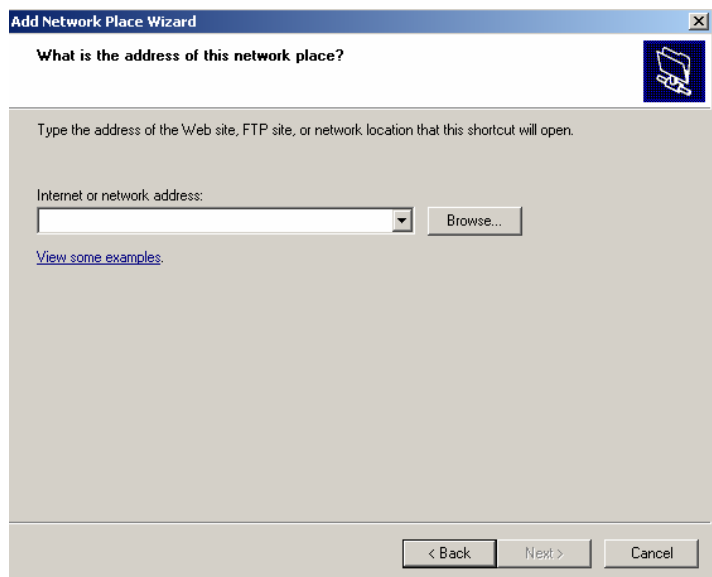
Double click on the **Add Network Place** icon in the Accessories menu



Click on **Next** and then **Next** again

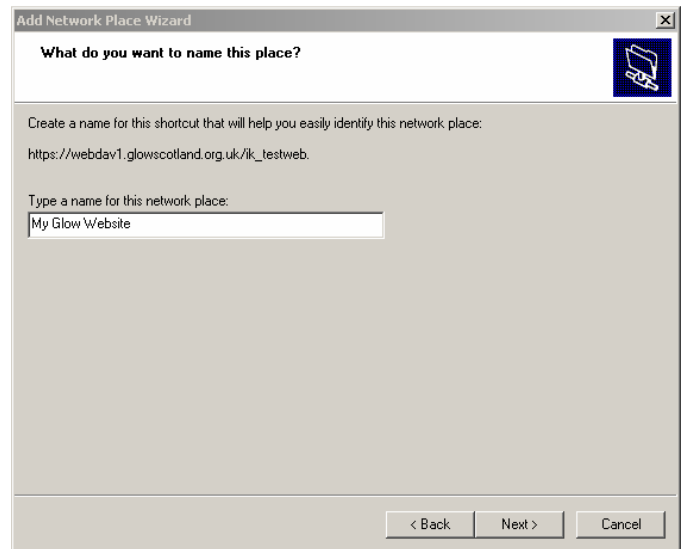


Paste the **WebDAV URL** into the next dialogue box

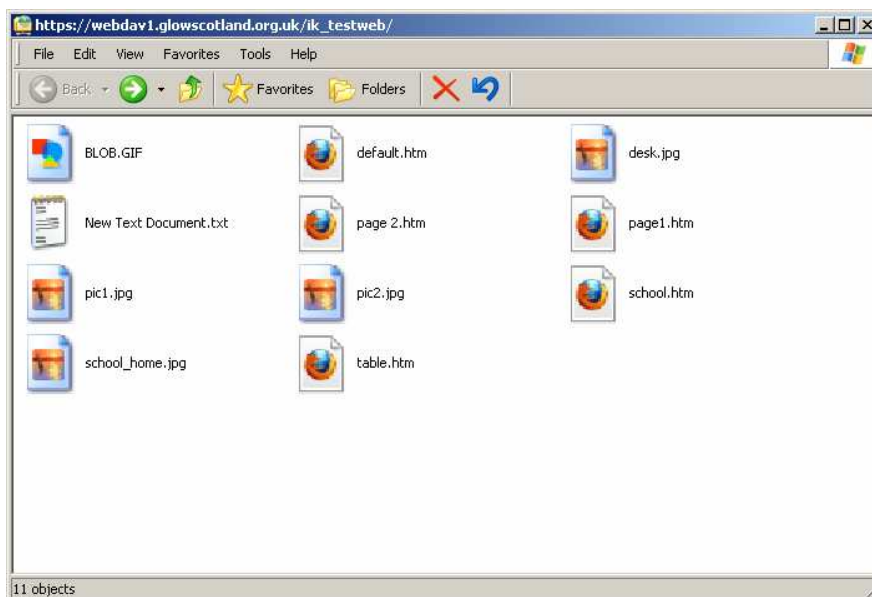


## Setting up a Glow Website

Enter your Glow username and password when prompted, then give the network connection a sensible name.



Click on **Finish** and you should see a folder which you can drag your website files into.



Click on the **up** icon to move up into the folder above



Drag the shortcut to your web site into your **my documents** folder so that you can connect again easily.

