**Drupal publishing notes**

**Sign In Procedure:**

Go to <https://www.ncdhhs.gov/saml/login> enter your NCID user name and password.

Important: Always use **ctrl > shift > v** to paste text you’ve copied in as plain text. Use plain text only.

To add an email address enter “mailto:” and then the email address with no spaces. Example: mailto:test@gmail.com

Training videos and information can be found here: <https://digitalcommons.nc.gov/training/training-videos>