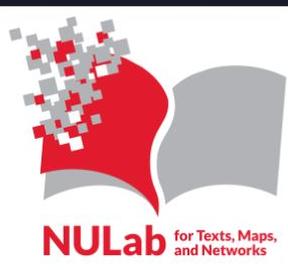




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Reclaim Hosting: Introduction & Set Up

Reckonings Summer Institute 2023
By: Claire Lavarreda and Kristin Okland



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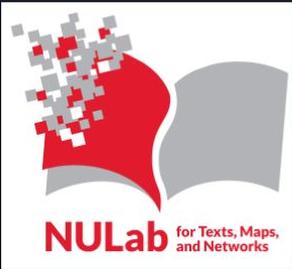
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What is Reclaim Hosting?

- Hosting is the process of housing, serving, and maintaining files for a website. This can be done locally, institutionally, or via larger servers.
- Reclaim Hosting was founded in 2013, providing educators and institutions an easy way for students to control and own their domains and web hosting for digital projects/identities.
- This service is not free, but you may find it worth using.



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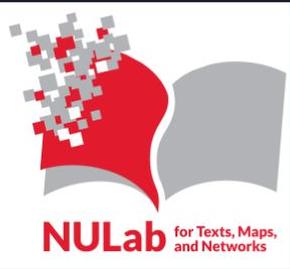
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What are some terms I need to know?

- **Domain:** a domain name is the unique URL that leads to a website.
- **Navigation:** the way a user moves through your website using menus, buttons, and links.
- **Menus:** the collection of hyperlinked pages used to navigate through a website. Menus are usually located at the top of a website or on the left or right side of the webpage.
- **cPanel** – this is where you will access most of your website's features, such as editing it, uploading media, installing new features, and so on.



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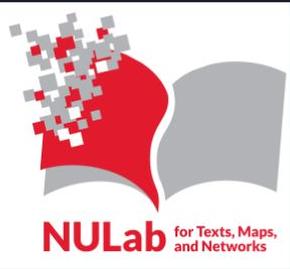
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What makes Reclaim Hosting different?

- Free services like Wix, Wordpress' free hosting, etc. attach their own domain name to your website and force the display of ads. With paid hosting, you get your own domain name, no ads, and much more storage space and control over your web presence.



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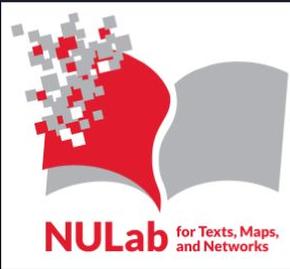
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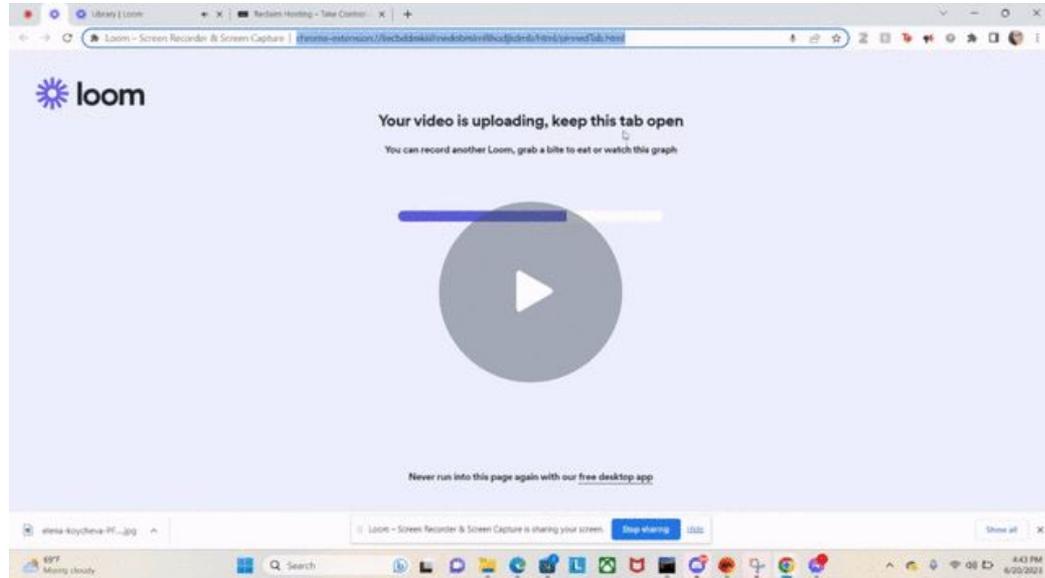
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Okay, I've got the basics. Now show me!

- <https://www.loom.com/share/5c9e901114ac4bae916bf885bfe4d406>



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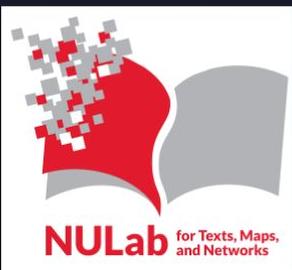
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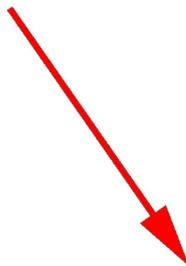
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Setting up a Reclaim Hosting Account: Tutorial

First, we will need to navigate to <https://www.reclaimhosting.com/>

Once you are on this page, go ahead and click 'sign up.'

Getting Started ▾ About ▾ Products ▾ Events ▾ Updates ▾ Support ▾ Client Area Login



SIGN UP

NOT SURE WHERE TO START?



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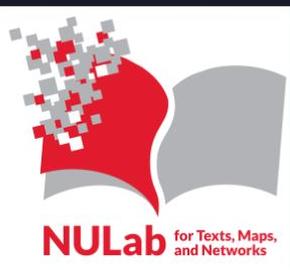
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Setting up a Reclaim Hosting Account: Tutorial

You will need to select a 'plan' for your website. Here, I have selected the \$100 USD per year plan because it offers the most storage, and I will be hosting a lot of images. I am also registering a domain name. .com (dot com) domains cost \$15 USD through Reclaim Hosting. You need both a domain name and a host service (like Reclaim Hosting) if you wish to manage your own website that is ad-free, uses your own domain name, has more storage, etc.

Organization Plan

Please provide us with the domain you want to use with your hosting service by selecting an option from the selections below.

Register a new domain

.com

Transfer your domain from another registrar

I will use my existing domain and update my nameservers

Use a subdomain from Reclaim Hosting

Choose Billing Cycle

\$100.00 USD Annually

\$200.00 USD Biennially

\$300.00 USD Triennially

Configurable Options

Managed Services Professional Services & Support \$600.00 USD

Order Summary

| | |
|--------------------------------------|--------------|
| Hosting - Organization Plan | |
| Organization Plan | \$100.00 USD |
| + Managed Services: No | \$ USD |
| Setup Fees: | \$0.00 USD |
| Annually: | \$100.00 USD |
| Total Due Today: \$100.00 USD | |



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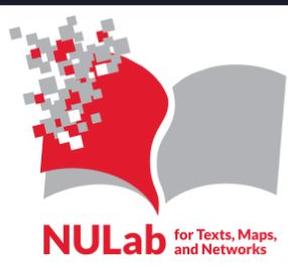
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Organization Plan

Please provide us with the domain you want to use with your hosting service by selecting an option from the selections below.

Register a new domain

.com ▾

Check Availability

Transfer your domain from another registrar

I will use my existing domain and update my nameservers

Use a subdomain from Reclaim Hosting

Choose Billing Cycle

- \$100.00 USD Annually
 \$200.00 USD Biennially
 \$300.00 USD Triennially

Configurable Options

Managed Services Professional Services & Support \$600.00 USD

Order Summary

Hosting - Organization Plan

Organization Plan \$100.00 USD
» Managed Services: No \$ USD

Setup Fees: \$0.00 USD
Annually: \$100.00 USD

Total Due Today: **\$100.00 USD**

Checkout »

Continue Shopping

View Cart



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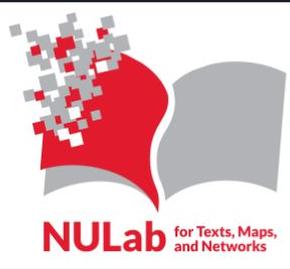
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Setting up a Reclaim Hosting Account: Tutorial

A note on domain names

Domain names are how visitors will find your website: google.com, northeastern.edu, and so on are all domain names.

What domain name you should pick will largely depend on the availability of the name. You could find that the domain name you want is taken, so you may need to register (buy access to) mycoolwebsite.com instead of mywebsite.com

You generally register a domain for at least one year. Domain names can range from 5 dollars to thousands of dollars a year to renew, but most .com names cost around 15 dollars a year. Renewing a domain name means you pay to maintain that domain name for another year. You can never truly 'own' a domain name.

You can buy as many domain names as you want, but note that once you pay for the domain, you cannot obtain a refund.



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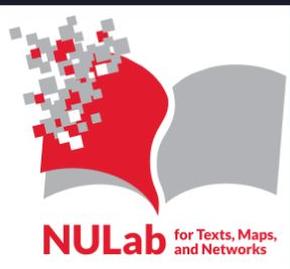
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Setting up a Reclaim Hosting Account: Tutorial

Once you have picked a domain name and a hosting plan (which are completely up to you and your needs!), enter your payment info and personal details and click the checkout button. **Please click this button once** and give the page a few seconds to process everything, as sometimes it can appear that the website is lagging but it is not. You will then be presented with an order confirmation screen:

Order Confirmation

Thank you for your order. You will receive a confirmation email shortly.

Your Order Number is: XXXXXXXXXX

If you have any questions about your order, please open a support ticket from your client area and quote your order number.

[Click here to go to your Client Area](#)



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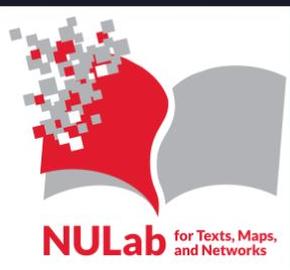
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Setting up a Reclaim Hosting Account: Tutorial

Check the email you used to sign up with Reclaim Hosting. You should see an email from Reclaim: go ahead and open it. You will see that near the bottom of the message, there is a username and password. Reclaim will generate a username and password for you to log into cPanel, which is where you will make changes to your website. Please do not delete this email, and please write down the info in the email. You will log into Reclaim Hosting and your cPanel with a different username and a different password.

The Journey Begins

Hi Kristin, welcome to Reclaim Hosting! We know this is a big step for you and we're stoked that you chose to carve out your space on the web with us. Here is some information to get you started on the right foot.

Account Information

Hosting Plan: Organization Plan

Domain: **your domain name**

The Reclaim Hosting control panel (cPanel) is available directly via our client area.

Take Me There!

cPanel & SFTP Login Credentials

Username: [REDACTED]
Password: [REDACTED]
Server: [REDACTED] reclaimhosting.com



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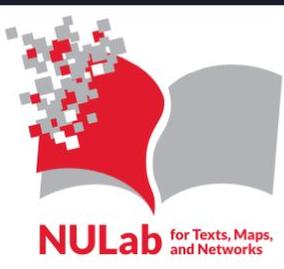
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Setting up a Reclaim Hosting Account: Tutorial

Let's go back to Reclaim Hosting and look at our new account. You should see a screen similar to what is depicted below:

The screenshot shows a web dashboard for a Reclaim Hosting account. At the top, there is a blue header with the text 'Client Area' on the left, a search bar labeled 'Search Documentation', and a user greeting 'Hello, Kristin!' on the right. Below the header is a dark navigation bar with links for Home, Accounts, cPanel, Domains, Billing, Support, and Community. A yellow banner below the navigation bar contains a '2023 Updates' notice regarding PHP versions. The main content area features four large colored cards: 'Active Accounts' (1), 'Active Domains' (1), 'Due Invoices' (0), and 'Support'. Below these cards are two panels: 'Account Information' with redacted details and an 'Update Your Details' button, and 'Account Overview' with statistics for Products/Services (1), Domains (1), Support Tickets (0), and Referred Signups (0). A 'Billing Information' section at the bottom right shows 'Use Default (Set Per Order) (PayPal-PayPal)' with an 'Update' link. A 'Support' button is located in the bottom right corner of the dashboard.



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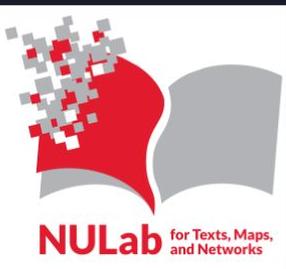
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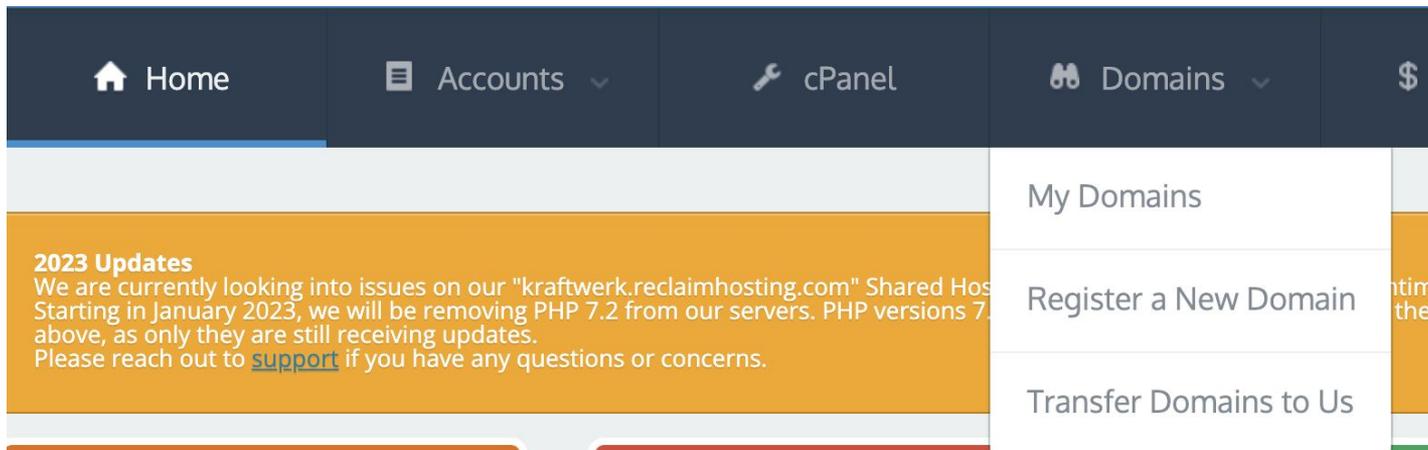
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Setting up a Reclaim Hosting Account: Tutorial

At the top of the page you will see a menu. If you click the 'domains' button, a menu will appear. Click the first link, 'My Domains'.



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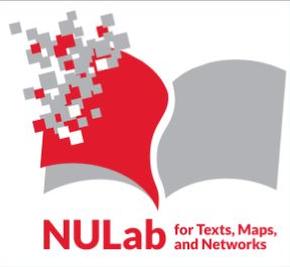
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Setting up a Reclaim Hosting Account: Tutorial

You will be brought to a page that should resemble something like the the image below, except you should see your domain name under the 'domain' column.

Let's now click on the 'cPanel' button on the page's top menu, located to the left of the 'domains' link that we just clicked on.

1 Records Found, Page 1 of 1

Enter Domain to Find [Filter](#)

| <input type="checkbox"/> | Domain ^ | Registration Date | Next Due Date | Status | |
|--------------------------|---------------------------------------|-------------------|---------------|--------|---------------------------------|
| <input type="checkbox"/> | mydomainsdfsdfsdf.com | 2023 | 2024 | Active | Manage Domain ▾ |

With Selected ▾

← Prev Page Next Page →

Results Per Page: 10 ▾



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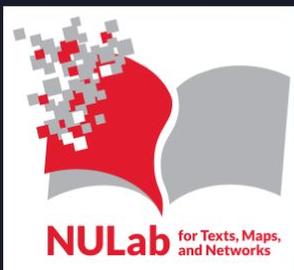
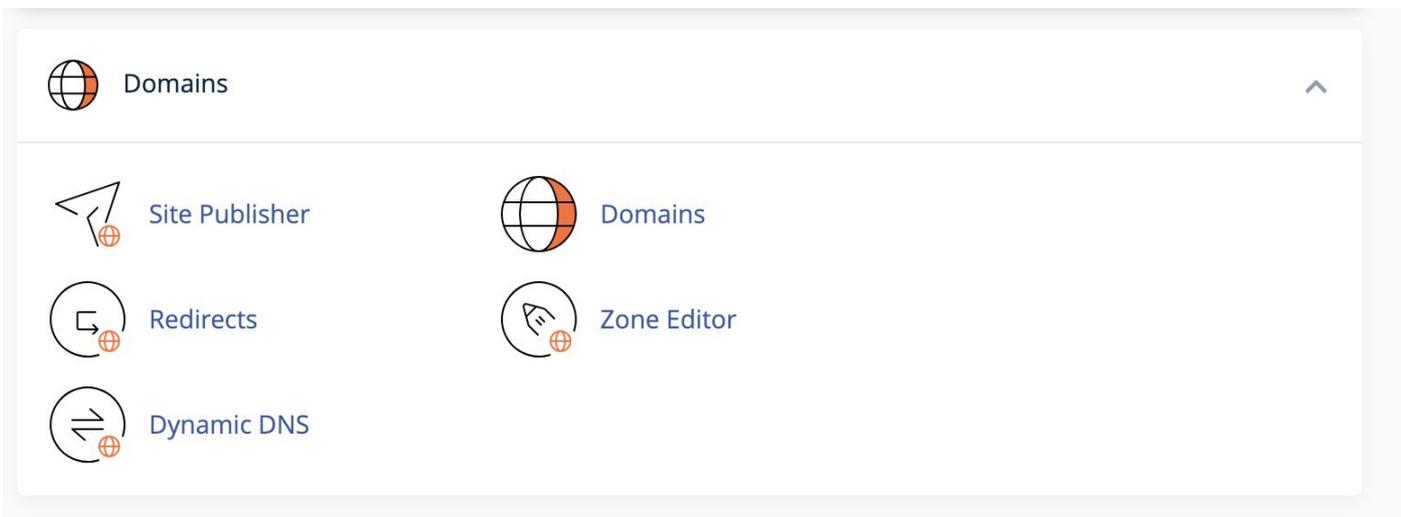
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Setting up a Reclaim Hosting Account: Tutorial

Scroll down the cPanel page until you see the ‘**Domains**’ section. Click the first link, ‘**Site Publisher**’. We will be setting up a small webpage for your website, so that when people visit yourwebsite.com, they will be greeted by some text and images.



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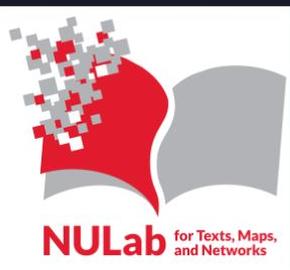
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Setting up a Reclaim Hosting Account: Tutorial

Site Publisher enables you to put a website up quickly by using a pre-made template. You can always go back and edit the information on this template, or even create a totally different webpage if you later choose to do so. **Go ahead and select the domain you registered.**

Site Publisher

You can use this interface to quickly create a website from a set of available templates. This allows visitors to see some basic information while you continue to develop your website.

1. Select a Domain ✓

Select the domain, subdomain, or addon domain to use to create a website.

Showing 1 - 1 of 1 items

 [\[Redacted\]](#) Main Domain

This domain's directory is empty.
[Website Directory](#) /home/archiv12/public_html

2. Select a Template

3. Customize and Publish



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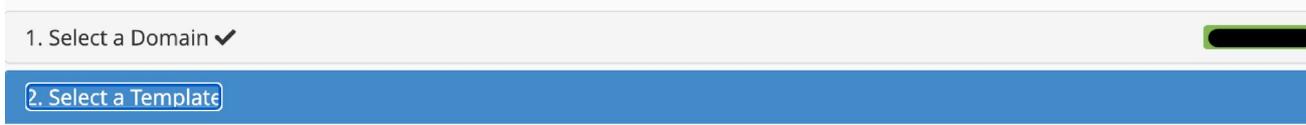
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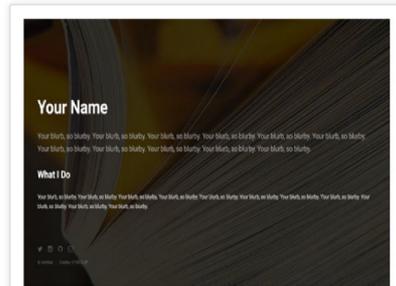
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Setting up a Reclaim Hosting Account: Tutorial

After selecting your domain name that you want to put this template on, you will see a handful of pre-made templates to pick from. You can change your template as many times as you would like. Once you select a template, go ahead and click on it.

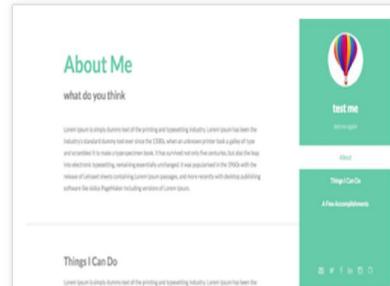


Select a website template. The template that you select determines which content you will enter in the next step.



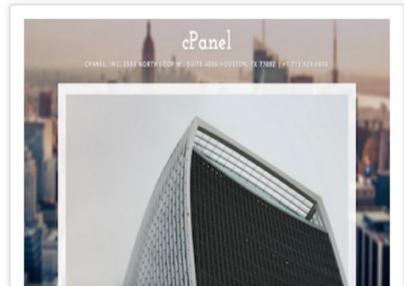
Eventually

Calling Card with Animated Background photos



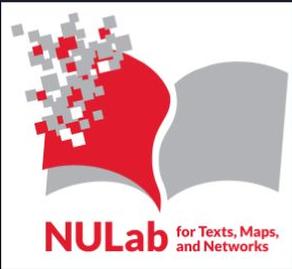
About Me

Single page 'About Me' site



Business

Single page business site



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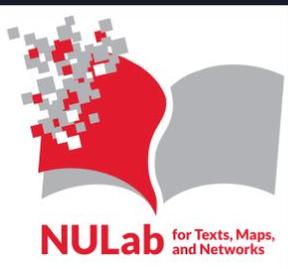


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Setting up a Reclaim Hosting Account: Tutorial

Now you can add some custom text to your new website, and change the colors if you would like. You do **not** have to enter in your full name as the prompt asks, but instead enter in the title of your project, for example. All of the fields you can add text to are optional; you can provide as much info as you would like to.



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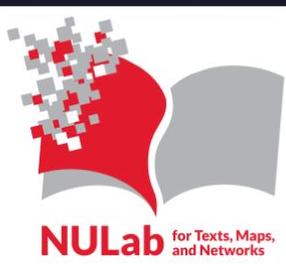
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Setting up a Reclaim Hosting Account: Tutorial

If you would like to input an email address for your project, enter it here. You can also add in the social media links if you have them and want them displayed.

Once you are ready to publish this info to the Web, go ahead and click 'Publish'. Your new page will be live online!

Accomplishments

A few words about your accomplishments.

Section Header Color

Section Separator Color

Email Address

testemail@testemail.com

Facebook

https://www.facebook.com/username

Twitter

https://twitter.com/username

LinkedIn

https://www.linkedin.com/in/username

Instagram

https://www.instagram.com/username

GitHub

https://www.github.com/username

Google Analytics Tracker ID

UA-34343-3

Publish

cPanel 110.0.7

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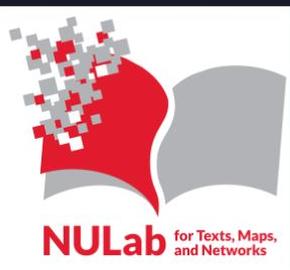
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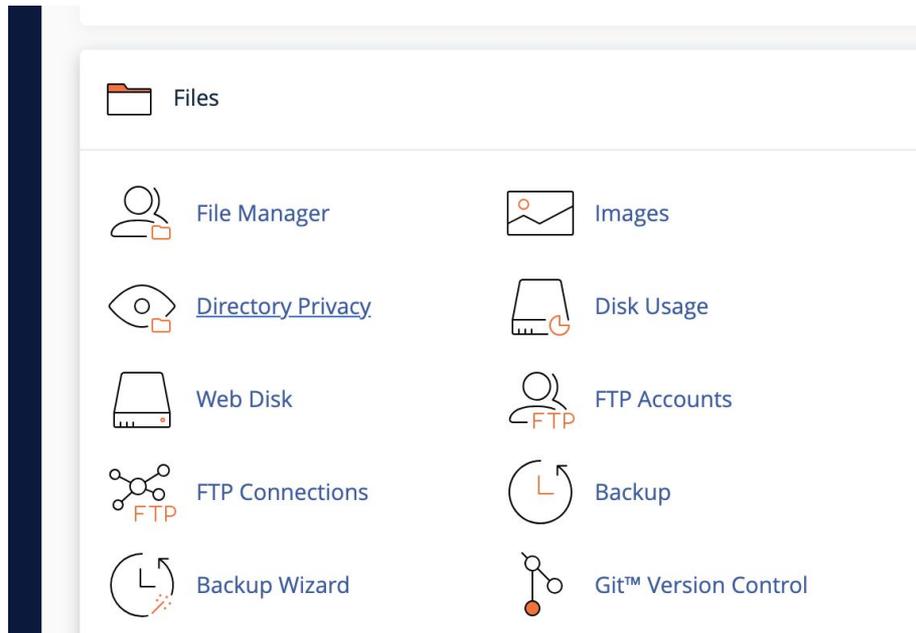
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If you would like to create a page for your StoryMap JS project, this will involve creating an .html page. First you will need to return your cPanel page.

Scroll down the page until you see the Files section.

Click the first link, **File Manager**.



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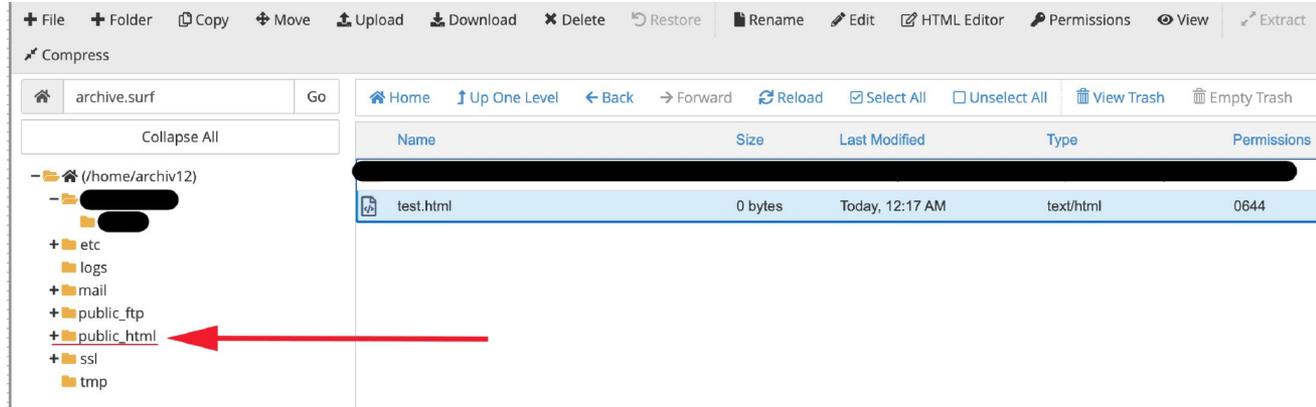
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Setting up a Reclaim Hosting Account: Tutorial

You will now see a page similar to the one below. You will need to click on the folder in the left-hand column called **public_html**

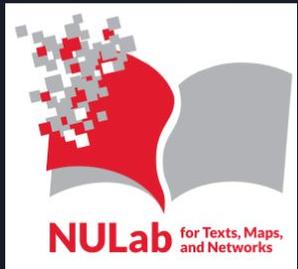


The screenshot shows a file manager interface with a toolbar at the top containing options like File, Folder, Copy, Move, Upload, Download, Delete, Restore, Rename, Edit, HTML Editor, Permissions, View, and Extract. Below the toolbar is a navigation bar with Home, Up One Level, Back, Forward, Reload, Select All, Unselect All, View Trash, and Empty Trash. The main area is divided into two columns. The left column shows a directory tree under the path /home/archiv12, with folders including etc, logs, mail, public_html, ssl, and tmp. A red arrow points to the 'public_html' folder. The right column shows a table of files with columns for Name, Size, Last Modified, Type, and Permissions. A single file named 'test.html' is listed with a size of 0 bytes, last modified 'Today, 12:17 AM', type 'text/html', and permissions '0644'.

| Name | Size | Last Modified | Type | Permissions |
|-----------|---------|-----------------|-----------|-------------|
| test.html | 0 bytes | Today, 12:17 AM | text/html | 0644 |



A close-up view of the file manager interface, focusing on the left-hand column. The folder 'public_html' is highlighted with a blue background. A red arrow points to the 'public_html' folder.



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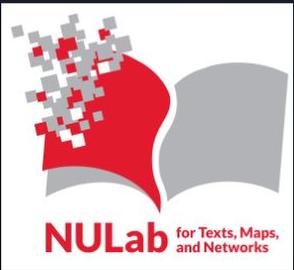
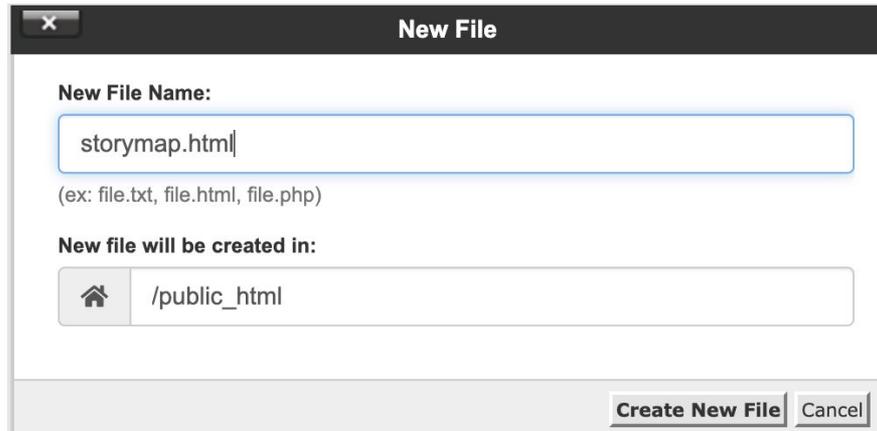
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A menu will pop-up, as you to name your file. For this example, let's call it `storymap.html`
If you choose to create more individual pages, for the purpose of this tutorial, you should always end your files with `.html`

So for example, **text.html about.html contact.html**

You cannot call a file just 'contact', you must give the file the `.html` extension.

You are already creating the file in the right folder, so now click 'Create New File.'



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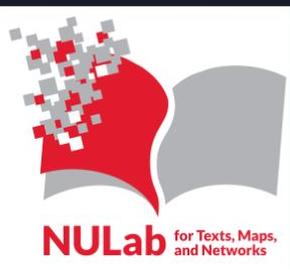
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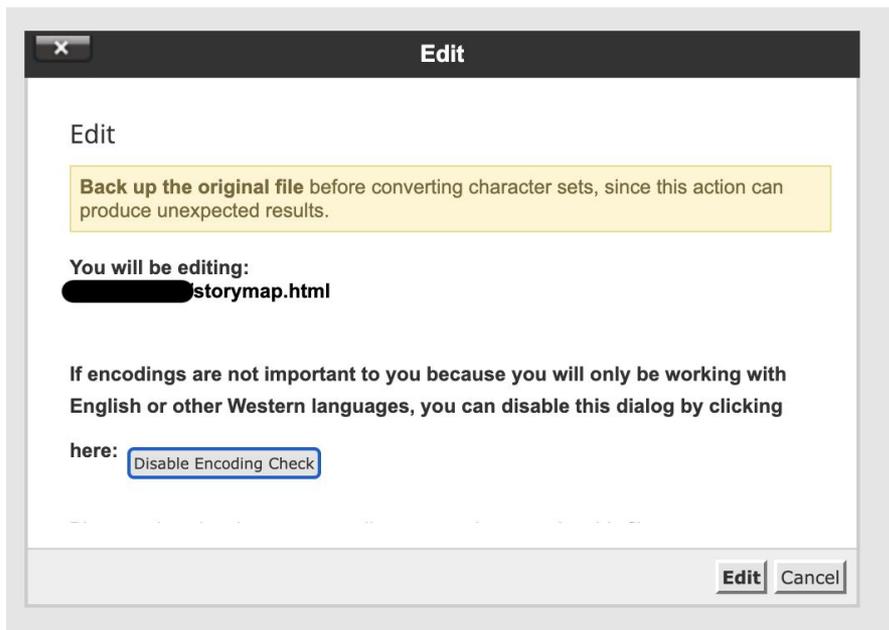
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When you click 'Create new file', you may see a pop up like the one depicted below. You do not need to change anything here, so go ahead and click the 'edit' button in the bottom right.



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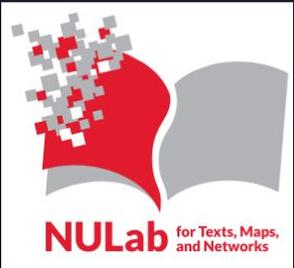
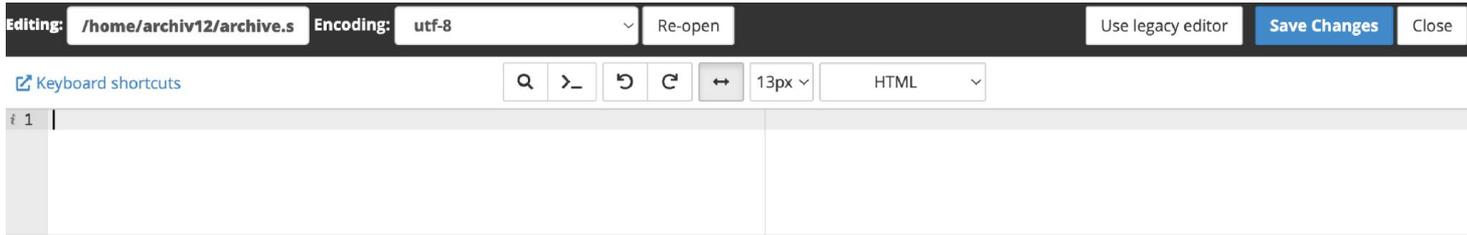
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You will be presented with a large blank screen with a menu at the top. You can ignore this menu for now, as we are just going to copy and paste some code into it.



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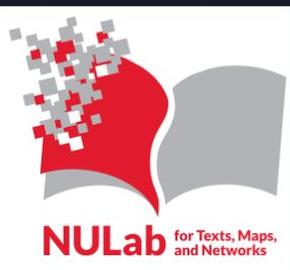
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If you have created a StoryMap JS project, you can click the 'Share' button in the top-right corner, scroll through the menu, and copy all of the text in the 'embed' section by highlighting all of the text and then either right clicking and selecting 'copy' or pressing the Control/Command key and C at the time.

Share This StoryMap

Choose File... Upload

Embed

```
<iframe  
src="https://uploads.knightlab.com/storymapjs/f993beac86770c  
cb4507f0bcc42136c9/the-history-of-joseys-cat-  
shack/index.html" frameborder="0" width="100%"  
height="800"></iframe>
```

Width 100% Height 800

Export

Downloading this package allows you to import your StoryMap into another user's account, or host it on your own server.

Download packaged StoryMap

Close



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NULab for Texts, Maps,
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Return back to that blank file we created on Reclaim. Click anywhere in the large, white space, and paste the code (either right click and select 'paste' or press the Control and V keys at the same time). Now click the blue 'Save Changes' button.

Editing: /home/archiv12/archive.s Encoding: utf-8 Re-open Use legacy editor Save Changes Close

Keyboard shortcuts

1 <iframe src="https://uploads.knightlab.com/storymapjs/f993beac86770ccb4507f0bcc42136c9/the-history-of-joseys-cat-shack/index.html" frameborder="0" width="100%" height="800"></iframe>



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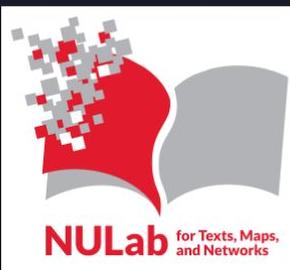
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You should now be able to go to your URL bar and type in
`yourwebsitename.com/storymap.html`

Your StoryMap project should now be live online and viewable to other people!



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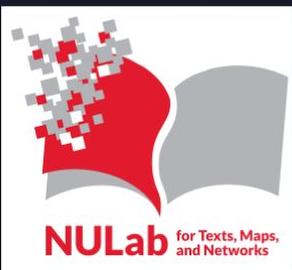
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Reclaim Hosting: Further Resources

If you have any questions about your website, services offered, or issues that you may be encountering, reaching out to Reclaim Hosting is fast and easy.

Reclaim Hosting also has many resources and guides readily available for reference, which may help fix your problem or answer your question. You can use the search bar to find information you are looking for.

If the documentation does not help, then sending Reclaim an email is part of what you pay for.

<https://support.reclaimhosting.com/hc/en-us>



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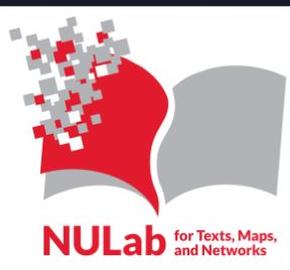
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**Thank you so much
for participating!**

**We hope you enjoyed
this tutorial and presentation!**



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