

How to request a plugin for WordPress

These instructions detail the first task necessary for completing any other task with WordPress functions: requesting a plugin. Follow the steps sequentially to achieve task. Alt text is available if needed.

1. Sign in to sites.ewu.edu. Under EWU WordPress Platform menu, there are five drop down options.
2. Under “WordPress@EWU” (1), hover over “Plugins” (2)
 - Click “Request a Plugin” (3)

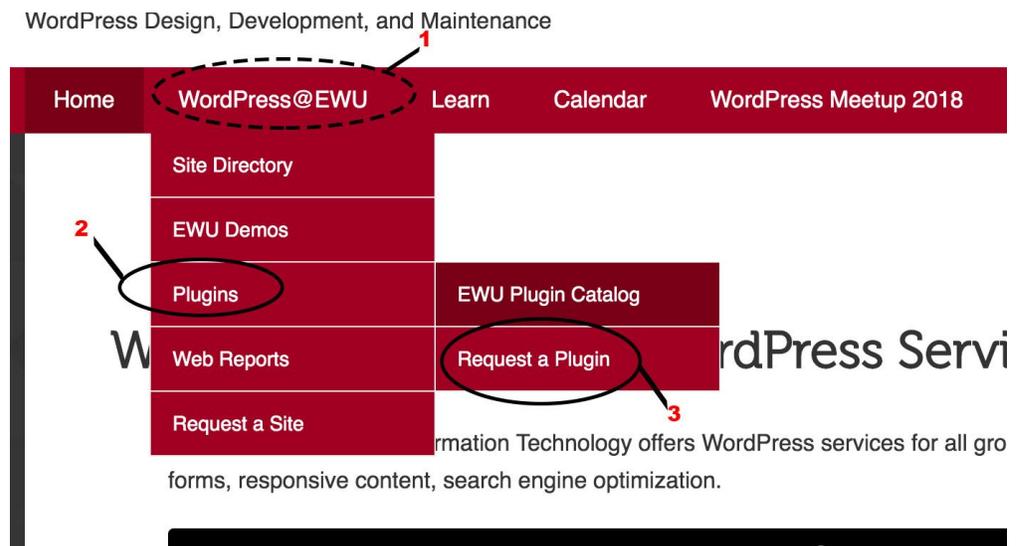
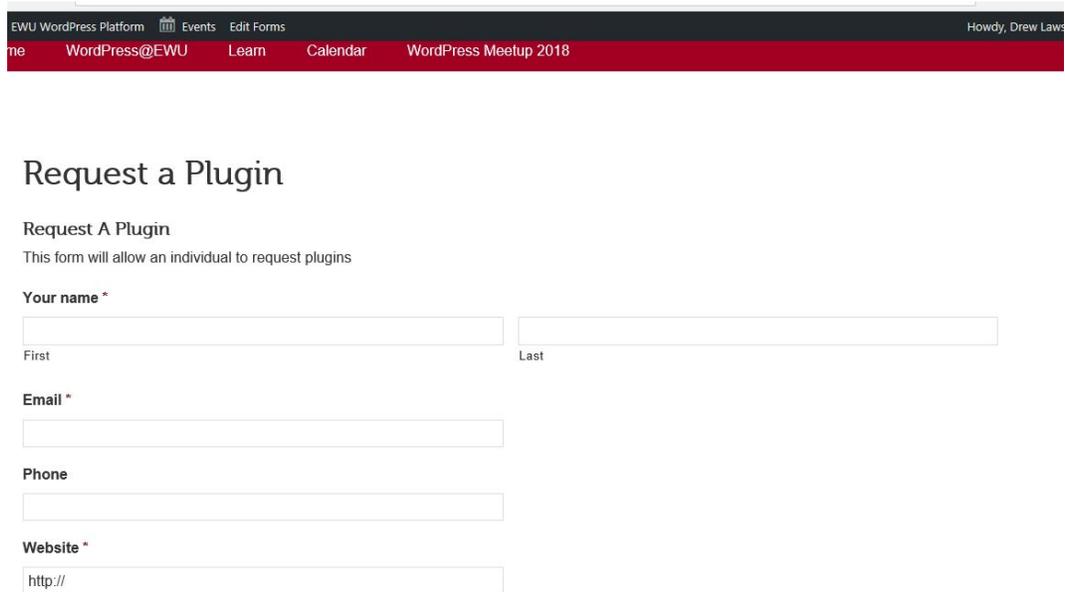


Figure 1

3. Fill out and submit plugin request form using name, email and website URL.

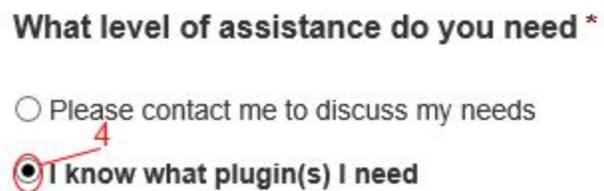


The screenshot shows a web browser window with a dark red header. The header contains navigation links: 'EWU WordPress Platform', 'Events', 'Edit Forms', 'WordPress@EWU', 'Learn', 'Calendar', and 'WordPress Meetup 2018'. On the right side of the header, it says 'Howdy, Drew Law'. Below the header is a white content area with the title 'Request a Plugin' and a subtitle 'Request A Plugin'. A note below the subtitle reads 'This form will allow an individual to request plugins'. The form fields are: 'Your name *' with two input boxes labeled 'First' and 'Last'; 'Email *' with one input box; 'Phone' with one input box; and 'Website *' with one input box containing the text 'http://'.

Figure 2

Option 1: The needed plugin is known.

4. Click “I know what plugin(s) I need. (4)”



The screenshot shows a question: 'What level of assistance do you need *'. There are two radio button options. The first option is 'Please contact me to discuss my needs' with an unselected radio button. The second option is 'I know what plugin(s) I need' with a selected radio button. A red circle and the number '4' are drawn around the selected radio button.

Figure 3

- Click preferred plugin (5)
- Click “SUBMIT”. (6)

What level of assistance do you need *

Please contact me to discuss my needs

I know what plugin(s) I need

Select the plugin(s) you need *

<input type="checkbox"/> Advanced Custom Fields	<input type="checkbox"/> CM Tooltip Glossary
<input type="checkbox"/> Crayon Syntax Highlighter	<input type="checkbox"/> Custom Post Type UI
<input type="checkbox"/> Enhanced Media Library PRO	<input type="checkbox"/> Events Tickets Plus
<input type="checkbox"/> EWU Blogs Featured Image PRO	<input type="checkbox"/> Gravity Forms
<input type="checkbox"/> Gravity Flow	<input type="checkbox"/> Gravity View
<input type="checkbox"/> Jetpack by WordPress.com	<input type="checkbox"/> Page Builder
<input type="checkbox"/> Post Expirator	<input type="checkbox"/> Safe Redirect Manager
<input type="checkbox"/> Simple Social Icons	<input type="checkbox"/> Table Press
<input type="checkbox"/> The Events Calendar	<input type="checkbox"/> WP Mail SMTP
<input type="checkbox"/> Yoast SEO	

Figure 4

Option 2: “Please contact me to discuss my needs.”

5. Click “Please contact me to discuss my needs” checkbox (7)
 - Click “SUBMIT” (8)

What level of assistance do you need *

Please contact me to discuss my needs

I know what plugin(s) I need

Figure 5

The desired plugin has now been requested. EWU IT will reach out to discuss the plans for the plugin so use of WordPress functions can begin. Refer back to these instructions whenever necessary for requesting additional plugins in the future.

Alt Text: How to Request a Plugin

Figure Number	Alt Text Title	Alt Text
Figure 1	WordPress Dropdown Menus	The EWU WordPress home screen is shown, with the “WordPress@EWU” dropdown menu open. That title is highlighted under callout #1. The “Plugins” tab in that dropdown menu is highlighted under callout #2, and the “Request a Plugin” button to the right of the “Plugins” tab is highlighted under callout #3.
Figure 2	“Request a Plugin” Form	The “Request a Plugin” Form is shown.
Figure 3	Selecting a Form Option 1	The question “What level of assistance do you need?” is shown, with the two options listed beneath. The option “I know what plugin(s) I need” is selected and highlighted.
Figure 4	Option 1: Clicking needed plugin and “SUBMIT” button	The plugin options menu is shown. Under callout #5, the indicator to select the desired plugin is highlighted. Under callout #6, the gray “Submit” button is highlighted.
Figure 5	Selecting a Form Option 2	The question “What level of assistance do you need?” is shown, with the two options listed beneath. Under callout #7, the selection “Please contact me to discuss my needs” is selected and highlighted. Under callout #8, the gray “Submit” button is highlighted.

