

# Two Forms To Fill out

**Website Access form and OmniUpdate CMS Training form**

If you have any question, please contact Tina Phan at [tphan@fullerton.edu](mailto:tphan@fullerton.edu) or x3439

Step 1: Click on the following online form:

<https://www.fullerton.edu/webservices/>

## Step 2: Fill out the website access form.

### Web Services

## Having a website at CSUF

### 1) SETUP: SUPPORT STAFF, SITE COMPLIANCY, AND BRAND

Any division, college, department, and even faculty/staff can have a website hosted by the Campus. Depending on how your area runs that may mean faculty/staff pages are maintained in the main department office by support staff. We work with everyone to find the best solution for their needs.

No matter the site we deal with we always need the following:

- Identify website owners & manager(s), ATI lead(s) for content issues, and technical support staff
- Make sure content is accessible (ATI) and scans are run and reported regularly
- Adhere to Campus branding and web standards
- Keep content fresh and up to date
- Report changes to any member of the site via the Web

The Campus does regular scanning, site auditing, and reporting to senior management and the Chancellor's Office. We are required to maintain our records so you will be periodically sent emails when scans are needed. Keeping your website owners updated is the best way to help us keep you up to date with any changes.

### 2) SITES WILL NEED CHANGES - ASK US, WE CAN HELP

As you maintain your site it will undergo various updates and even whole site redesigns. We are here to help you from basic design questions to implementation. The web team just asks that you complete a create/ edit / remove website change form so we can track request changes for all sites. This is for big changes and not day to day publishing. If you need to add / change users, stop automatic uploads of published pages during a redesign, or anything else that is beyond normal page editing let us know.

The web services request forms are tracked and you will be notified upon completion. If you are unsure of which form to use do your best. If we have questions we will contact you.

### WHAT CAN WE HELP YOU DO TODAY?

#### Manage A Website

[Create, Edit, or Remove Content](#)[Upload Content](#)

#### User Permissions

[Website Access](#)[Review Your Sites](#)

#### ATI Requirements

[Upload ATI Scan Results](#)[Compliance Sheriff](#)

#### Need Training?

[Omni CMS or Compliance Sheriff](#)

Click on the Website Access Form

**Step 3: For the website access form**

**All input boxes with arrows must be filled out.**

Website Access Request

Use this form to request access to Campus Websites as an ATI Lead, Technical or Admin contact.

\* Requested for

Phan, Tina

Q

i

\* ATI Role

ATI Lead

Additional Access

☒ Omni CMS Access

\* Campus Websites

For example: hss.fullerton.edu

Additional information and/or restrictions (be specific)

Order this Item

Delivery time1 Day

Proceed to Checkout

**Step 4:** Click on the form - <https://www.fullerton.edu/webservices/> to fill out the OmniUpdate CMS training form.

## Web Services

### Having a website at CSUF

#### 1) SETUP: SUPPORT STAFF, SITE COMPLIANCY, AND BRAND

Any division, college, department, and even faculty/staff can have a website hosted by the Campus. Depending on how your area runs that may mean faculty/staff pages are maintained in the main department office by support staff. We work with everyone to find the best solution for their needs.

No matter the site we deal with we always need the following:

- Identify website owners & manager(s), ATI lead(s) for content issues, and technical support staff
- Make sure content is accessible (ATI) and scans are run and reported regularly
- Adhere to Campus branding and web standards
- Keep content fresh and up to date
- Report changes to any member of the site via the Website Access form so the Campus has current records

The Campus does regular scanning, site auditing, and reporting to senior management and the Chancellor's Office. We are required to maintain our records so you will be periodically sent emails when scans are needed. Keeping your website owners updated is the best way to help us keep you up to date with any changes.


#### 2) SITES WILL NEED CHANGES - ASK US, WE CAN HELP


As you maintain your site it will undergo various updates and even whole site redesigns. We are here to help you from basic design questions to implementation. The web team just asks that you complete a create/ edit / remove website change form so we can track request changes for all sites. This is for big changes and not day to day publishing. If you need to add / change users, stop automatic uploads of published pages during a redesign, or anything else that is beyond normal page editing let us know.

The web services request forms are tracked and you will be notified when we receive your request. We will do our best to use do your best. If we have questions we will contact you.

#### WHAT CAN WE HELP YOU DO TODAY?

##### Manage A Website

 Create, Edit, or Remove Content

 Upload Content


##### User Permissions

 Website Access

 Review Your Sites

##### ATI Requirements

 Upload ATI Scan Results

 Compliance Sheriff

##### Need Training?

 Omni CMS or Compliance Sheriff

**Click on the OmniUpdate CMS Training**

**Step 5: For the OmniUpdate CMS training form**

**All input boxes with arrows must be filled out.**

**Request 1-on-1 ATI training**

Please select an ATI training topic below and provide a few dates and times that you are available for training.

Order this Item  
Delivery time

Proceed to Checkout

\* Topic

- ☒ ATI Training - Website
- ☐ ATI Training - Instructional Materials
- ☐ ATI Training - Procurement

\* Topic focus

▼ Please Note

If your website is based on our Omni CMS template, we recommend that you go through Omni CMS training prior to Compliance Sheriff training. However, if you're comfortable with Omni CMS or have a website that is not on Omni CMS, then please continue by selecting Compliance Sheriff. Note that the training could take up to 1.5 hours, depending on questions you may have and is typically held via a Zoom web meeting.

- ☒ Omni CMS
- ☐ Compliance Sheriff

Please provide 3 dates and times that you are available

\* 1st Choice

03-01-2023 09:00 AM

\* 2nd Choice

\* 3rd Choice