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 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

Click on the Website Access Form

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 Contentø

Upload Content

User Permissions

Review Your
Sites

ATI Requirements

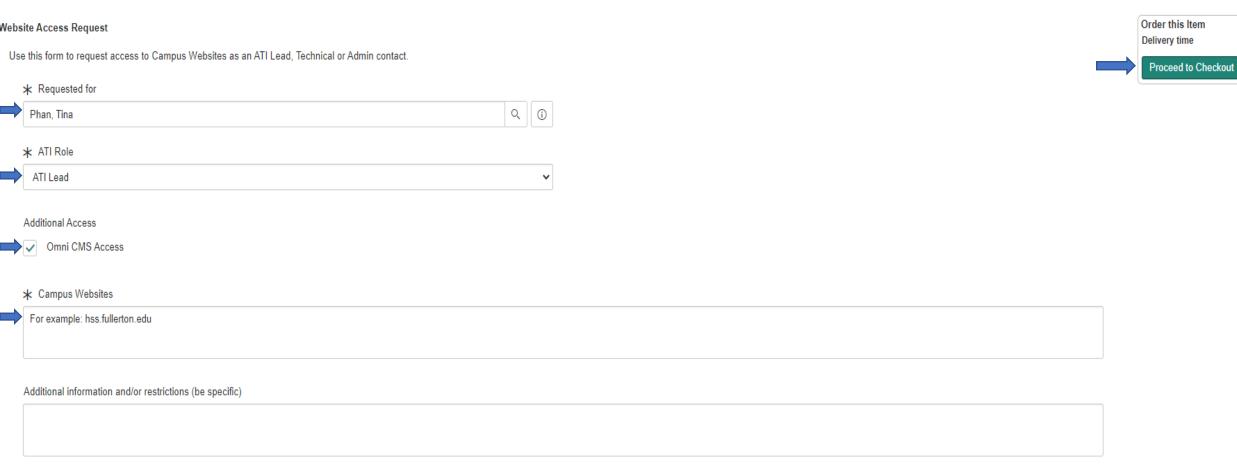
◯ Upload ATI Scan Resultsø

Need Training?

🙎 Omni CMS or Compliance Sheriff

Step 3: For the website access form

All input boxes with <u>arrows</u> must be filled out.



1 Day

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 use do your best. If we have questions we will con-

Click on the OmniUpdate CMS Training

WHAT CAN WE HELP YOU DO TODAY?

Manage A Website

 Upload Content

User Permissions

டு Review Your Sites ச

ATI Requirements

◯ Upload ATI Scan Resultsø

Need Training?

🙎 Omni CMS or Compliance Sheriff 🛭

Step 5: For the OmniUpdate CMS training form

All input boxes with <u>arrows</u> must be filled out.

