FLORIDA ATLANTIC UNIVERSITY

Division of Student Affairs

Content Management/Website Access Guidelines

The Division of Student Affairs acknowledges that departmental and office websites are distinctive in their integrated user experience and most have a level of flexibility to allow for customized content. With this acknowledgement, publishing responsibilities within our content management system (OminUpdate) must be governed for quality assurance, performance, security and usability/accessibility purposes.

Purpose of Our Guidelines

These divisional guidelines establish basic requirements for the use of our university content management system (OminUpdate) and other website editing resources, by members of the Division of Student Affairs. These guidelines serves to maintain university standards for web content, including visual identity, design and editorial quality, accessibility, and the management of forms and databases. These guidelines also serve to reduce security risks.

Website Development and Design

The development and design of Division of Student Affairs websites and webpages will be the sole responsibility of the Marketing and Communications Shared Services Office. Development and design includes the following:

- **Requests for new website development**
- **Requests for new website urls**
- **Requests for renaming of existing websites**
- **Requests for Online Forms (Frevvo)**
- **Requests for design/structural modifications to existing websites**
    - **Navigation changes**
    - **Page layouts**
    - **Image carousels**
    - **Removal of pages**
    - **Other request that require "code" modifications**

The Marketing and Communications web team will serve as the liaison to University Communications to ensure the web needs of divisional departments and offices outside the scope of our work are met.

Content Management Roles

Departments that wish to identify "content publishers" can make these requests to the Marketing and Communications web team. "Content Publishers" are Student Affairs departmental staff that will be granted "level three" access to the content management system (OmniUpdate) to enter/update data to include (text, photos, video, etc.) into existing

modules or templates that reside within their department website. “Content Publishers” will not be able to perform website development and/or design level tasks to include, not limited to: changing of navigation, CSS style modification, or the adding of additional webpages.

Content Publishers

Staff and/or graduate assistants whom duties include creating and maintaining web page content, and work within departments that will have frequent updates to their websites. The person(s) identified will be required to attend a brief training session with the Marketing and Communications web team before access can be requested.