

web process outline

student organization website

Process for an approved student organization website

1. Organization calls Helpdesk and is sent a web request form, web agreement form, and web publishing guidelines.
2. Organization completes forms and submits to Student Activities.
3. Organization creates website pages.
4. Student Activities reviews website and must approve before forwarding completed forms to Helpdesk.
5. Helpdesk assigns the website request a work order number; and sends to Web Team.
6. Web Team provides server directory name to organization.
7. Organization posts website pages in given directory.
8. Web Team links the website to www.jwu.edu.
9. Web Team monitors pages for outdated info and takes down as necessary, holding for 30 days.

Process for updating a student organization website

1. Organization updates page.
2. Organization calls Student Activities to approve update.
3. If updates do not meet Student Activities's approval, Student Activities must call Web Team to remove files.

Definitions

post — to place files into a server directory

link — (v) to virtually connect one file or directory to another file or directory