

Instructions for Web Content Agreement

CCBC's website is built on a decentralized content management model, which allows designated content contributors to add and update content on the site. This is facilitated by the college's content management system (CMS), Sitecore. The Web Management Team, using the Web Content Agreement, establishes roles and permissions that allow content contributors specific levels of access to add and edit content on the site.

1. **Designation.** Deans and Vice Presidents determine who is responsible for contributing content to the college website that requires the knowledge of subject matter experts within their management areas. This means designating one or more content contributors and content owners and specifying who has access to edit, review and/or approve specific pieces or classes of content.
2. **Purpose.** The Web Content Agreement provides accountability for content oversight as well as the necessary information for provisioning content contributors and owners in Sitecore for training purposes.
3. **Directions.** Deans/Vice Presidents complete the form to assign content responsibilities for the content that fall within their department.
 - a. *Complete one agreement for each department/division.* If changes are needed to an existing agreement, complete a new agreement and include individuals who were on the previous agreement if they are to retain access.
 - b. Submit completed form to the Web Content Managers through interoffice mail (CCBC Essex Library, room 209) or email a scanned PDF to vpratnicki@ccbcmd.edu and mmyers3@ccbcmd.edu.
4. **Responsibilities.** There are two types of roles: content contributor and content owner. Every trained person must abide by the [Web Content Standards](#). Each agreement must include at least one content owner.
 - a. **Content Contributors** are *full-time* employees responsible for updating content on the CCBC website. Contributors will be trained in the College's web standards and in the use of Sitecore to update content.
 - b. **Content Owners** are *full-time* employees who are organizationally responsible for the accuracy of content in which they are subject matter experts. Owners are trained in the College's web standards, the use of Sitecore to update content and Sitecore approval functions.

The designated employees must:

- Be confident in their ability to operate a computer, including basic activities such as:
 - Updating software
 - Managing files
 - Navigating the internet in multiple browsers
 - Using standard word processing software (to format text and enter links)
- Be able to dedicate at least 10 percent of their weekly responsibilities to content contribution.
- Complete any additional required training. Learn more at <http://www.ccbcmd.edu/web-training>

Web Content Agreement

Deans/Vice Presidents review the instructions on page 1 and complete this form to assign web content responsibilities.

Designated Employee 1

First name	Last name	CCBC email	Content role(s)
			<input type="checkbox"/> contributor <input type="checkbox"/> owner

Description of content

Explain what section this user should have access to edit (you can list URLs).

Designated Employee 2

First name	Last name	CCBC email	Content role(s)
			<input type="checkbox"/> contributor <input type="checkbox"/> owner

Description of content

Explain what section this user should have access to edit (you can list URLs).

Designated Employee 3

First name	Last name	CCBC email	Content role(s)
			<input type="checkbox"/> contributor <input type="checkbox"/> owner

Description of content

Explain what section this user should have access to edit (you can list URLs).

Department	Dean/VP	Date

Dean/VP's Signature _____

I understand this will require specialized training, ongoing professional development and dedicated time from my staff.