

Website Update Procedures

Getting Authorization

Staff can initiate a request to gain access to edit their sections on the website pretty easily either via the Service Desk (<https://servicedesk.imperial.edu>) or via an email to the Webmaster / Online Services Architect.

Creating an Account

In order to be able to assign permissions to a user they'll have to have logged in at least once into the IVC Website's public facing site: <https://www.imperial.edu/login>.

Staff may login with their IVC Usernames and Passwords (usually the first part of their email addresses and their email password).

Once logged in, they can notify the Webmaster / Online Services Architect and permissions can be assigned.

Assigning Permissions

The details of what sections need to be accessible by the user are usually provided in the initial request.

Now that the account has been created, if a permissions group doesn't already exist allowing access to those particular sections then it will be created and then that permissions group will be assigned to the user's account.

Once assigned, the user can then login to the website's administration area:

<https://www.imperial.edu/administrator/> (they may login using the same username and password they used above when creating their account).

And go into the Category Manager to manage their sections and create new ones, edit existing ones, reorganize the structure (you may place Categories within other Categories to create a hierarchical structure) or delete Categories.

There is a **Joomla CMS Usage Guide**

(http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=2373&Itemid=762)

that provides some additional basic information on managing your sections, and the Webmaster / Online Services Architect is able to assist for more complicated additions/changes.

After Permissions Have Been Assigned

Once permissions have been assigned to a user, they are able to make any edits to their pages that are necessary to get things updated for their respective areas.

As a safeguard, there is a Content Update Notification sent out whenever a page is updated which contains a copy of the page before/after the changes were made, just in case a mistake occurs and a previous page needs to be restored. The Webmaster / Online Services Architect receives copies of these notifications and should be able to assist if this situation happens.

Managing Documents in Pages

No special permissions are required to add / edit / update documents on sections of the site using the Document Management System (this is an example page using it: <http://www.imperial.edu/faculty-and-staff/human-resources/forms/>).

The only thing you need to do is to login to the website as described in the Creating an Account section above and then go into the page you want that has already been setup with an integration to the Document Management System (the Webmaster / Online Services Architect can assist with getting that integration initially setup for you).

If you're logged in, and the integration has been setup already on the page, then you should see your folders listed with a Submit New File link that will walk you through the simple 3 Step Process (make sure to make your file Approved and Published in the last step!).

Additional details about the Document Management System can be found in the Instructions document (http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=2046&Itemid=762) and there are also some additional Guidelines for Standardizing your Document Filenames (http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=2048&Itemid=762).