How to make changes to your WebPages

There are 2 types of users: Authors & Editors

1. **Authors** can create & edit pages but need to send them to a publisher to review & publish to the site **or** send back to the author for revisions
2. **Publishers** can create & edit pages and also send them for publish, they can also click on the assign to button and assign a page to either themselves or others if they have rights to those pages.
3. You must be <u>assigned to</u> the page to be able to edit the page.

There will be a nightly publish at midnight every night for regular pages. News & Events pages publish once the Advance was set for **Ready for Publish**
If you need it published sooner contact Angie, Tim, or Ryan.

The Standard workflow follows this order by using the advance button on the top

1. **Send for Review**
2. **Skip Review and Publish**
3. **Revisit Content**
4. **Modify SEO Content**

After a page has been created click the **Advance** button (page 30 in training book):

1. **Send for Review**: pick an editor from the list if you are an editor you can pick yourself or send it to another editor in your department for review(will get an email notification)
2. The Editor reviews it and then can press the Advance button to either **Ready for Publish** or **Send for Revisions** and then select the author that originally was assigned to the page so it goes back to that Author so they may make changes either after the publish or to make the revisions that may have come from the editor. The editor can type a note at the bottom if it is going back for revisions.
3. The next time a change needs to be made the author assigned to the page can click the advance button and select **Revisit Content** to make changes
4. **Modify SEO content** is for the web administers Aric or myself to add Search Engine Keyword for **S**earch **E**ngine **O**ptimization, this can be done after the page has been published

Also if you come to any pages on our website that requires a login it is the same username & password you use to login to your computer at work: example my username is amarch, when you change your password at work it will change for the website login pages too. Your login to

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make changes through the CMS is the username & password I gave you and is your firstname.lastname and a unique password not the same as your work login.