

## Web Coordinator Website Maintenance Checklist

Submit all edits through ServiceNow ([https://ungitsm.service-now.com/sp?id=web\\_communication](https://ungitsm.service-now.com/sp?id=web_communication)).

### Contact Information

- Is contact information under left menu correct?
- Is contact information page correct?

### Outdated and Incorrect Content

- Check all of your pages for any outdated or incorrect content, events, workshops, information sessions, etc. and let us know how they should be updated or if they should be removed.
- Check for any old documents that are no longer relevant. Remember, documents can be found directly from a Google search without someone ever going to ung.edu first.

### Degree Pages

- Review all degree page content to ensure all information is still accurate. Send links to each degree page to the faculty member(s) responsible for that program.
  - o The campuses box on each page should designate where that degree can be completed. Review.
  - o Look for any academic information that needs to be removed, added or updated, such as course rotations, courses offered, new opportunities for students, new program facets, etc.

### Faculty/Staff Bio Pages

- Review faculty/staff listing to ensure all info is up-to-date
  - o If room numbers, phone numbers, titles, or email addresses need to be updated, email [helpdesk@ung.edu](mailto:helpdesk@ung.edu).
- Are faculty/staff bio pages up-to-date?
  - o Send email to unit asking fac/staff to review their pages. They should email a Word document to the unit web coordinator with the updates.
  - o Sample email text to copy and paste:
    - Please review your ung.edu faculty/staff bio page to ensure it is accurate and up-to-date. If you have any changes, please email them to me in a Word document. As a reminder, items that may be included on your bio page include an overview written in third person, a list of your current courses taught, research/special interests, publications, exhibitions, work experience, and personal information.
  - o Any CVs must have the required full accessibility statement on them.
    - If you need this document in an alternate format for accessibility purposes, (e.g. Braille, large print, audio, etc.), please contact [contact's name, phone number, email].

### Image Refresh

- Have any great images from this past school year that you want to use on your site? Send us the highest resolution images you have and the page URL of where the picture should go.
  - o If submitting multiple images, remember you can put them in the U:Drive>Shared>Workspace>Webteam folder. Just create a new folder with your department's name.

### Check U:Drive>Shared>Workspace>Webteam

- If you have used this workspace in the past, please delete your old files.

Visit our **Web Toolbox** (<https://ung.edu/web-toolbox>) to explore our web guidelines and resources.

If you need this document in an alternate format for accessibility purposes, please email [webteam@ung.edu](mailto:webteam@ung.edu).