



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Assessment & Strategic
Operations

Effective Date: October 7, 2015

Procedure Number: ASO-p008.01

Student Affairs Working Procedure on Acquiring Web Editing Access

Intent: To ensure there is an accurate record of all Division of Student Affairs (DSA) staff members who have access to approve and/or modify Division web pages as well as which web pages staff have access to

Accountability: All DSA area heads

Applicability: All DSA staff and administrators

Definition(s):

Approve: A level of EchoCI access which enables staff to publish an edited web page to the live server

Modify: A level of EchoCI access which enables staff to edit the web pages they have been granted access to

Attachment(s): n/a

Procedure: In order to be granted access to modify web pages using EchoCI, the University's Web Content Management system, staff must complete the required training session(s) offered by Web Services staff. Permission to complete the training session(s) must be obtained from supervisors and/or area heads prior to registering for the session(s). Once the required training session(s) has been completed, the following process must be followed in order to establish EchoCI access:

1. Area heads* must email their requests for EchoCI staff access to the Coordinator of Student Affairs Communication. The emailed request must contain the following information:
 - a. The staff member's name
 - b. A statement confirming that the staff member has completed the required training sessions
 - c. The type of access being requested: modify only or modify and approve**
 - d. The URLs of the pages for which access is needed
2. Upon receipt of the email, the Coordinator of Student Affairs Communication will update the DSA EchoCI staff access spreadsheet to reflect the requested change and send it to Web Services via an IT Help Desk work order.
3. Once confirmation is received from Web Services that access has been granted, the Coordinator of Student Affairs Communication will inform the area head who initiated the request.

*Please note that only area heads may initiate requests for their staff to have access to EchoCI.

**For those staff who are only granted modify access, a designated approver must be assigned. The name of the approver must be included in the email request, and the approver must have EchoCI access as well.

Amy Roemelen
Author's name

[Signature]
Author's signature

10/7/15
Date

Approved:

Toni DeBoni
DSA Area Head's name

[Signature]
DSA Area Head's signature

10/7/15
Date

Wm. Gregory Sawyer
VPSA's name

[Signature]
VPSA's signature

10/7/15
Date