

## **ACC Webpage Content & Email Approval Process**

The ACC website is maintained within a Content Management System named Omni Update. The web templates within Omni Update are used to manage and control web page content throughout the ACC website. Web pages within the ACC website each have a main header, title and sub-title. Depending on the length of the content in a page, additional subtitle and paragraph titles may be used.

Omni Update also has an email module for approving, returning or denying new web pages and web page changes. Employees must first attend an Omni Update training session in order to obtain access to the ACC website. The following document outlines the steps of this process.

## How to Send for Approval

Once you saved your changes you should preview the page and then click the **Send for Approval** button.

The screenshot shows the OU Campus web editor interface in Mozilla Firefox. The browser address bar shows the URL: <http://www.omniupdate.com/oucampus/browse.jsp?site=alvin>. The page title is "OU Campus". The interface includes a navigation menu with "Dashboard", "Content", and "Add-Ons". The current page is "/financialaid/additional\_resources.htm".

The main content area displays a preview of the "Financial Aid - Additional Resources" page. The page header features the ACC Alvin Community College logo and navigation links: "Register Today!", "Employment @ ACC", "Contact Us", "Search", and "Home". The page title is "Financial Aid - Additional Resources".

The main content area includes a list of resources and a "Related Links" section. The resources listed are:

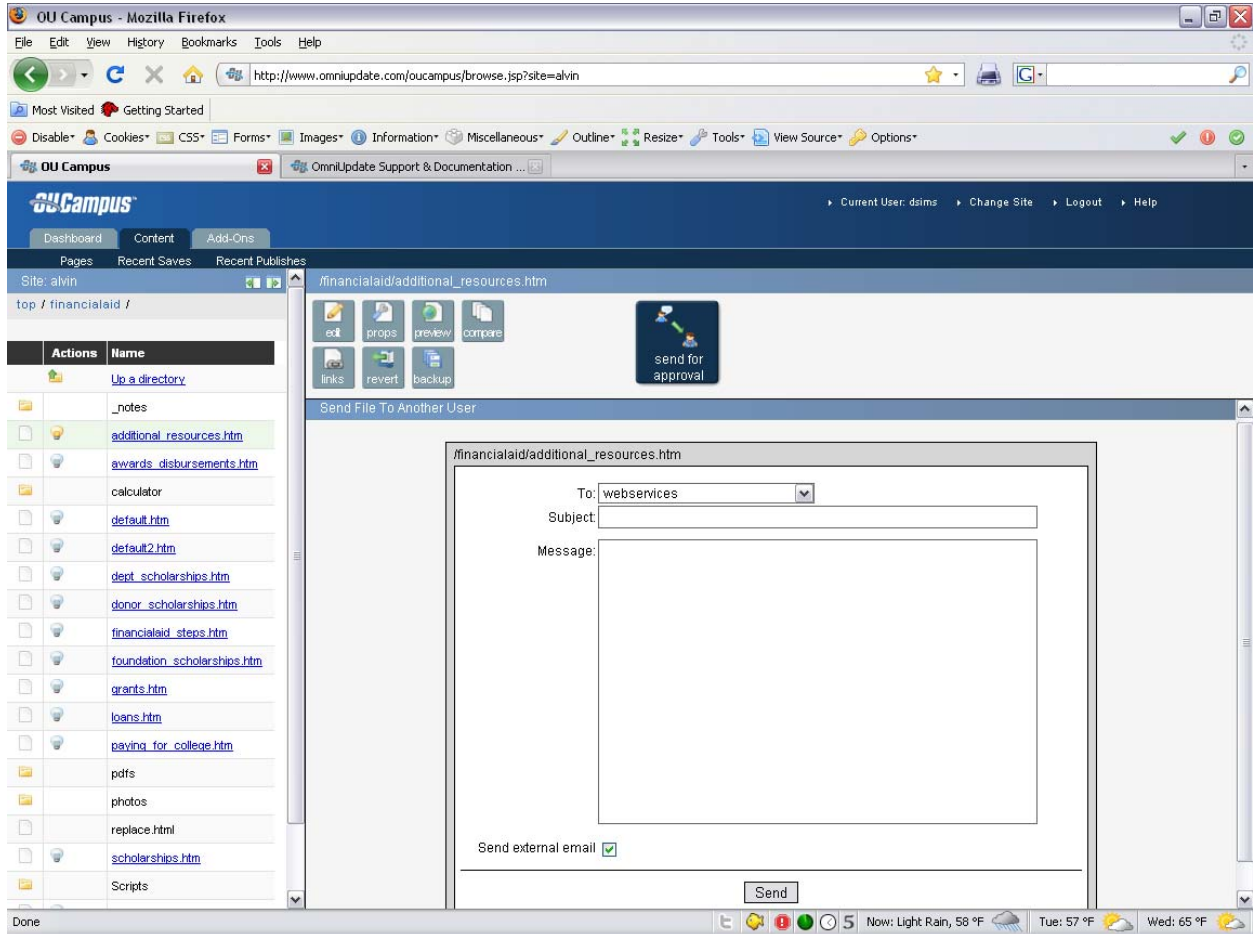
- Information on additional student aid programs  
Phone: **1.800.4FED.AID**
- FAFSA on the Web/FAFSA Express customer service number  
Phone: **1.800.801.0576**
- Veterans Affairs Office  
Phone: **1.888.GIBILL.1**
- Internal Revenue Service  
Phone: **1.800.829.1040**
- Family Educational Rights and Privacy Act (FERPA)

The "Related Links" section includes:

- Future Students Homepage
- Students Homepage
- Financial Aid
  - Awards & Disbursements
  - Financial Aid Resources
  - Financial Aid Steps
  - Paying for College
  - Types of Financial Aid

The interface also includes a "Send for Approval" button and a "Preview" section. The bottom of the browser shows the system tray with the date and time: "Now: Light Rain, 58 °F", "Tue: 57 °F", and "Wed: 65 °F".

The **Send for Approval** button will bring up the email form below. Fill in the information as indicated and click **Send**. Please send to webservices!



You will receive a success message once your request has successfully been submitted. The Web Services department will then receive an email notification to process your request. **If this is an urgent or time sensitive update please state that in the form.**

