



WEBSITE DESIGN & ADMINISTRATION

CONTACTS

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The Alvin Community College website is one of our most valuable marketing tools. The website is also an essential resource for the entire campus community.

Some of our services include:

- Posting new content and updating information
- Creating landing pages and specialized forms for ACC courses, programs or events
- Assisting faculty with creating their webpages, blogs or wikis and linking them to the ACC public website

- Training faculty & staff to use ACC's web content management system (CMS)
- Promoting college events and announcements by posting them on the campus calendar and the homepage banner when appropriate
- Creating analytical reports used for fixing website issues and monitoring site activity
- Taking employee photos for use in the employee directory

How to Submit Jobs:

To request an update or addition to the website, complete our online *Project Request Form. Select the **Web Services** form.

Simple requests can be completed within **48 hours** of acceptance. Requests for new or replacement pages requires **10 days**. For more complex jobs, please allow **two-four weeks** for completion.

Please note that all changes to the website must be cleared by the appropriate department or party responsible for the information.

**Request form can be accessed by visiting <https://app5.workamajig.com/platinum/>*