

Campus Life Website Maintenance Guidelines

New domain request

Procedures:

All requests for new domain names should follow this process, including requests for non-emory.edu domain names such as those ending in .com, .net, .org, and other endings, as well as those under the “emory.edu” domain name space.

Domain names may not be “reserved” in advance. Domain names must be requested and assigned when needed. If a domain name is not utilized within 180 calendar days of request and approval, the domain name may be reassigned.

Please refer to [Policy 5.2 Emory Domain Names](#) for the most current university policy on this topic.

Step 1: Ensure the request is appropriate and necessary.

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Step 2: Submit the request for approval to the Domain Name Review Committee

All domain name assignment requests should be made to the Domain Name Review Committee at domainrequest@listserv.emory.edu .

Step 3: Committee considers request

The Committee will consider the request in accordance with policy.

Step 4: Submit service request for creation of domain name.

If approved by the Domain Name Committee, the requestor should submit a Service Request via Service-now at <http://help.emory.edu>. See [KB03229](#) for more information. Any and all approvals received from the Domain Name Committee should be attached to the service request for reference.

If the domain is for a newly provisioned web site in Cascade, please request the new name as part of site provisioning.

Categorization of the ticket should be the following:

- o Configuration item: Domain Name Services
- o Category 1: Network Management - Category 2: Configuration

This should route the Service Request to the assignment group Technical Operations Center - Tier 3.

More Information:

This policy applies to any person who wishes to assign a domain name to computer resources associated with Emory and/or hosted on the Emory network.

However, this policy does not apply to these specific situations:

- Authorized Office of Information Technology (OIT) staff members routinely assigning domain names in the course of their jobs.
- Authorized Information Technology (IT) staff members for other departments assigning domain names in their department's subdomain, such as College IT assigning names under college.emory.edu.

Web redesign request

If your website has not been migrated to the newest ECL web template, please submit your request to eclwebmaster@emory.edu. We will schedule meeting to go through necessary steps with you.

Cascade access request

Request access

Please submit your NetID and Website URL to eclwebmaster@emory.edu to get access permit to Cascade Server.

Remove access

Please submit the NetID and Website URL to eclwebmaster@emory.edu to remove access permit to Cascade Server.

Student Access

We don't have a policy against student access to Cascade sites - just submit a request like you would for another developer. You might want to keep in mind, however, that student interns may leave their internship but not Emory. Thus, they would still have a valid Emory NetID and access to Cascade. In that case, you should consider submitting tickets requesting removal of access once their internship is complete.

Cascade training

ECL Communications will conduct Cascade Server training monthly starting in June 2018. Please submit your request along with your NetID and Website to eclwebmaster@emory.edu

Calendar

Employed by every school in the university, the Emory online events calendar uses the cloud-hosted Trumba event publishing system, which allows schools and other units to:

- Create and manage customized design-quality website calendars
- Promote events
- Integrate events on social media sites and external calendars
- Monitor events including managing registration and reporting
- Produce emails including a customizable email newsletter

Schools and units that would like to have a calendar for their website redesigned with the Standard Templates in the CMS may obtain an account through University Marketing. Events entered into the unit calendar will then be available for viewing on the university-wide [online calendar](#).

A volume discount for Emory accounts has been negotiated with Trumba. Publisher accounts cost \$720 annually and editor accounts cost \$216 per year.

For more information about the Trumba calendar system at Emory and to obtain a departmental account, please send an email to theweb@emory.edu.

Online Form

Emory campus life website uses MachForm as form and survey creator. ECL Communications owns one account for all web form usage, please send your form information, email address that will receive all submissions, and the destination web page to eclwebmaster@emory.edu

To get access to main ECL campus life MachForm account, please submit a request along with your email address and full name to eclwebmaster@emory.edu.

If you'd like to have a separate MachForm account, please contact ECL IT services for more information.

Photos

Emory photos: <https://epv.smugmug.com/>

Emory campus life photos: <https://ecl.smugmug.com/>

Google Analytics

Emory Campus Life has a single google analytics account, each individual website has its own property ID. To get your website analytics report. Please submit a request include time period and report type to eclwebmaster@emory.edu