

Web Coordinator

Before

Text

- Collect, proofread, edit, and proof accuracy and spelling
- All changes will be published on the website

Images

- Submit high-resolution, unclipped images
- Reusable images for any images with recognizable people or places
- Ensure images are free of copyright or infringements
- There can be no more than 140 characters of text on any image

Documents

- PDF files are preferred
- Units are responsible for creating accessible documents

Videos

- For accessibility, provide a transcript of the video
- For graphics, with text such as images, timelines, or charts, provide a print version of the graphic as a Word document

What We Look For

Year Titles

We

- Branding
- Accessibility
- Readability
- Web best practices
- Plain language
- Clarity
- Consistency
- Simplicity

The information provided in this document will be used to create a website for the following:

- Overview
- History
- Public Affairs
- Contact Us
- Work Experience

Other Website Features

- Track how many people are using the website
- Create your own custom content
- Create forms for your website

What We Do Not

We do not manage content for Give, Athletics or LINC Connect

Accessibility

Template

If you need

Webteam Services

Web Requests

go.ung.edu/webteam

Submit all edits or new page requests

Other Request Form

go.ung.edu/ask-webteam

Ask a question or submit any other request.

Coordinator List

go.ung.edu/coordinate

Contact the appropriate coordinator if you see something that needs to be updated and that you are not the coordinator.

submit a ServiceNow ticket.

Web Updates

go.ung.edu/webupdates

Submit all updates to the website

INQUIRY

go.ung.edu/inquiry

Submit all inquiries to the website

Directory Updates

go.ung.edu/updates-directory

Submit all updates to the directory

Our web team website is go.ung.edu/webteam

We continually update our

online resources, such as our

resources, such as our

state

and more



How the Webteam Works

- Web coordinators are responsible for submitting tickets on behalf of their department
- The Associate Web Designer updates basic updates to the website
- Your ticket will be created and assigned to the appropriate webteam manager when you submit a request
- Your ticket will be escalated to the webteam manager if you need help with the more complex interactive content or updates
- Your ticket may be escalated to the webteam manager if your request is outside the scope of the webteam.
- The Web Designer is responsible for updating the website content

