**Web Site Development Workflow**

1. User (faculty, department, other) requests web space from Information Technology (IT) through the online account request form located at www.canyons.edu/css.

2. Information Technology provides the user with the Web Site Development Guidelines, web site space and training.

3. User meets with the Public Information Office (PIO) to review design and content. PIO authorizes approved content and recommends utilization of a template that best meets the user’s needs.
   a. PIO may warrant a design that does not adhere to an existing template.

4. User meets with DSPS Access Coordinator to review content for accessibility considerations.

5. User coordinates the creation of web site
   a. If the use of an outside vendor/contractor is warranted:
      i. User transfers web development funds to IT
      ii. IT contracts with vendor, serves as liaison between vendor and user, and ensures that vendor adheres to Web Site Development Guidelines.

6. Web site is reviewed for accessibility and compliance with Web Site Development Guidelines by Access Coordinator, IT and PIO.

7. User maintains currency of web site

8. Any substantial content or design changes to web site must be submitted through the Workflow process beginning with Step 3.

**NOTICE:** Failure to follow the steps as outlined in the Web Site Development Workflow may result in the need of additional work on your part in order to complete your web site development requests.