

**PROCEDURE
FOR
POSTING NEW MATERIAL ON THE CAU WEB SITE**

Directions: *Please follow the steps outlined in the procedure and complete all information requested on the cover sheet that is to be submitted to the Webmaster by fax or mail. The author/developer of the material is responsible for monitoring its movement through the steps that constitute the procedure.*

*Direct inquiries to: Webmaster, Ms. Ramona Calvey
1004 Cole Research Center for Science and Technology
Extension: 6107 / Fax: 8864 / E-mail: rcalvey@cau.edu*

The following procedure applies to the posting of new material on the Clark Atlanta University (CAU) Web site.

STEP 1. Author/Developer of Material*

- Completes Part I, “Cover Sheet for Posting Material on the Clark Atlanta University Web site”
- Attaches copy of the material to the cover sheet
- Forwards cover sheet and material to the responsible Department Chair/Head

STEP 2. Department Chair/Head

- Confers with author/developer as warranted
- Signs-off in Part II of the cover sheet
- Forwards cover sheet and material to School Dean/Responsible Administrator

STEP 3. School Dean/Responsible Administrator

- Confers with author/developer and/or Department Chair/Head as warranted
- Signs off in Part II of the cover sheet
- Forwards cover sheet and material to University Editor

STEP 4. University Editor

- Confers with author/developer as warranted
- Edits material
- Signs off in Part III of cover sheet
- Forwards material to Webmaster

STEP 5. Webmaster

- Confers with author/developer as warranted**
- Works with Web Support Staff on design/programming as required
- Posts material on Web site

** It is the responsibility of the author/developer of the material to monitor its movement through the steps that constitute the procedure.*

*** Final edited version of the material must be provided to the Webmaster on a CD/diskette or as an e-mail attachment.*