

**PROCEDURE
FOR
POSTING REVISED/UPDATED 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 revised/updated material on the Clark Atlanta University (CAU) Web site.

STEP 1. Author/Developer*

- Confers with responsible Department Chair/Head and Dean/Responsible Administrator as warranted
- Submits revised/updated material to Webmaster

STEP 2. Webmaster

- Confers with author/developer on final edited version**
- Works with Web Support Staff on design and/or programming as required
- Refers material to University Editor if warranted
- 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.*