**HONOLULU COMMUNITY COLLEGE**
**STANDARD OPERATING PROCEDURES**

**Procedure No.:** HCCSOP 7  
**Date:** February 27, 2014

**Procedure Name:** Publishing Content to the Honolulu CC Website

**Supporting Policies:**
- University of Hawaii Executive Policy E2.210, Use and Management of Information Technology Resources  
http://www.hawaii.edu/svpa/ep/e2/e2210.pdf

**Purpose/Background Info:** To be followed when planning, creating or updating a Honolulu CC Program/Department website. The Director of Communications in the Communications and External Affairs Office within the Office of the Chancellor and the Web Developer within the Design Center work in partnership to ensure that all aspects of the design, architecture and development of a site are carefully addressed and interwoven in order to produce a successful website that adheres to the Honolulu CC brand, the UH Style Guide found online at http://www.hawaii.edu/offices/eaur/graphicsguide.html and the UH Executive Policy E2.210.

**Step by Step Procedure:**

**Creating a New Website Independent of the Honolulu CC Website:**

1. If a Program/Department is requesting a website separate from the Honolulu CC website, the Program/Department must contact the Communications and External Affairs Office.

2. Once the request has gone through the consultative process, which includes an outline of the content, layout, branding and style review, and is approved, the Program/Department must submit the UH Hosted Website Application Form that can be found online at:
http://www.hawaii.edu/infotech/webservice/apply.php
(List the Communications and External Affairs Office as the Executive Sponsor and Web Developer as the Secondary Point of Contact on the form.)
The Primary Point of Contact (requestor) will be responsible for any/all maintenance for the website.

**Creating a New Page within the Honolulu CC Website:**

1. If a Program/Department site will be incorporated into the Honolulu CC website, the Program/Department must contact the Communications and External Affairs Office for consultation.
2. Once the request has gone through the consultative process, which includes an outline of the content, layout, branding and style review, and is approved, the Program/Department will provide all content (text, graphics, etc.) to Web Developer for publishing.

3. The Web Developer will work with the Program/Department and continue development until job/proposal has been completed.

Updating an Existing Site:

1. Program/Department will provide all content changes (text, graphics, etc.) to Web Developer for updating.

2. The Web Developer will work with the Program/Department and continue development until job/proposal has been completed.

Author/Responsible Office: Web Developer, Director of Communications, and Dean of Academic Support

Recommend Approval/Recommend Disapproval:

Dean/Director

Disapproved/Approved:

Chancellor

2/27/14
Date

FEB 27 2014
Date