

# Webmaster Flowchart

Have a website-related need? You've come to the right flowchart. Start by picking a path.

## Need a new section, page on ahs.uic.edu?

You have a new degree/certificate program, concentration, external event, idea to reach prospective students, or clinical or community service.

## **Need to make updates** to an existing page on ahs.uic.edu?

Update or correct content. dates, courses, points of pride or other information already published on the AHS website.

### **Need a new website?**

Your new or current research lab/project has a funding requirement, needs to recruit participants, disseminate resources or services to the general public, etc.

## **Contact the webmaster**

They will set up an initial intake meeting to assess your needs.

## **Need to update your** profile on ahs.uic.edu?

You have new title or photo or any other changes to your profile.

## Visit styleguide.ahs.uic. edu/ahs-profile for stepby-step instructions

If you experience issues, contact the webmaster.

## **Content manager will contact webmaster**

All new pages on the AHS site should be created by the webmaster.

**Contact your department content manager** 

If it is a simple update, they will do it themselves.

They will gather content from you, suggest sample

content, or organize a meeting with the webmaster.

## AHS style guide: styleguide.ahs.uic.edu/ahs-profile

Designed to maintain a consistency in style and tone across all AHS web and digital assets.

## **Content Managers**

Content managers serve as your primary contact for website-related needs and are responsible for maintaining department website content clear and accurate.

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