

1. To edit your department section on the csu.edu website you need fill out the pdf form located at:

<https://www.csu.edu/itd/webservices/>

Editor : can make edits to be approved by publisher

Publisher: can edit & publish



2. Where can I find a list you can share of all the editors and approvers?

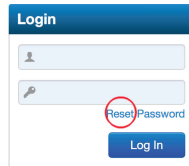
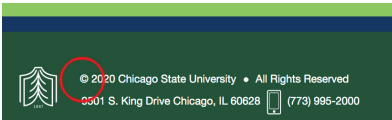
### Website Editors & Publishers

A B C D E F G H I J K L M N O P R S T U V W >>

Web Sites	Site Editor	Ext.	Site Publisher	Ext.
Academic Evaluation	Beverly A. Poindexter	3578	Michelle Smith-Williams	3561
Academic Support	Frank McKnight	2047	TBD	
Accreditation	Thomas Rowan	12437	TBD	2439
Administration & Finance	Neromi Horton	2042	TBD	2824
Admissions	Carlos Gooden	3532	Andrea Welch	2531
African American Studies	TBD		TBD	
Alumni Affairs	Bobbie Harth		Kevin Triskett	
Arts and Design			Lillian Kay Dawson	2283
Assessment	Elizabeth Amott-Hill	12437	TBD	2402

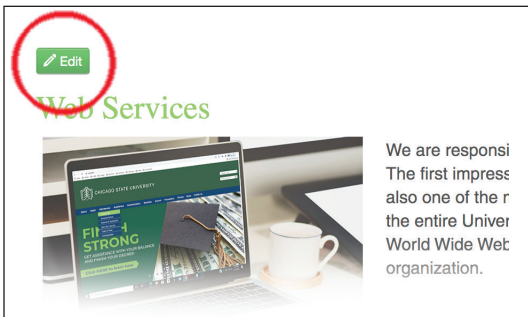
<https://www.csu.edu/itd/webservices/sitepub.htm>

3. OUCampus is web based software used to edit our website. Go to a page you are approved to edit. Click the copyright symbol © at the bottom of page.



The first time you will need to click **reset password**. You will receive an email to claim and configure your password. In the future you will enter the credentials you configured.

4. To edit existing pages **SHIFT CLICK** on the edit button. Holding down shift gives you the newer editor in OUCampus which has more features, and a much better type preview, but not perfect.

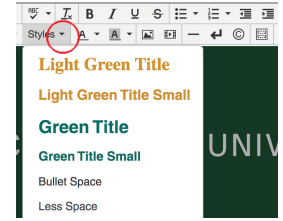


5. How to change the color and font size?

Change style for what you need

Headline: **“Light Green Title”**

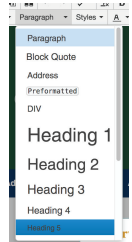
Subhead: **“Green Title Small”**



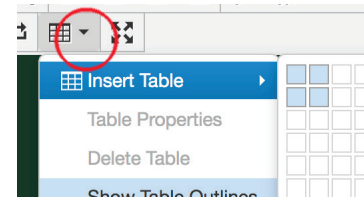
You can use the key command **Ctrl B** to make type bold.

Please stay away from the paragraph options with the exception of **Headline 5** which we like to use for smaller legal copy pr to diminish something and add some type contrast/hierarchy to your body copy.

Please use **bullet & lists** options often, as they work really well for web copy, and break up lengthy text.



6. Use **tables** often also as they are great for web content keeping your content organized with strong clean lines.



email [websupport@csu.edu](mailto:websupport@csu.edu) the URL of page, and we can handcode the CSS code to get yo a nice table with blue head and reverse type.

Cases in the Current Week: 10/16/20	Cumulative Cases (Since 8/24/20)
1 Employees positive	5 Employees positive
0 Students positive	0 Students positive

7. To request images, links and pages email [websupport@csu.edu](mailto:websupport@csu.edu).

Try to name your files clear & concise, use underscore instead of a space. You can also request our popular

- A** Anchor Tag navigation, which jumps to other parts of the page
- B** Accordion navigation, which reduces scrolling on lengthy pages only showing the topics.

### FAQ

**A** General | Students | Employees

#### General

**B** Q: What is Chicago State University's plan for the fall?

A: Chicago State University Fall 2020 **Operating Plan** provides a framework for university operations this fall. By taking a variety of precautions, the University will prioritize the safety of our students, faculty, and staff while also providing a rich learning environment. More specifics are outlined in the Operating Plan and the Operating Plan Appendix (available on Cougar Connect).

Q: What is the administration doing to ensure the CSU campus and community remains safe? +

Q: Will the campus be open for business operation and student services? +