CMD05 – Application for UCT Web CMS training

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| Instructions |
| * This form is used when applying for training of **Senior Content Manager(s) / Content Manager(s) / Page Manager(s)** to manage/maintain content for a site in the UCT Web CMS (Content Management System).**Note:** All content managers need to complete training before they can be given access to the site by their Domain Administrator (DA).
* **Related forms for completion (Note:** Please only complete these forms if needed/when applicable):
* [CMD02 – Website application](http://forms.uct.ac.za/cmd02.docx) - used when applying for the creation of a website, either in the UCT Web CMS (content management system) or another suitable repository.
* [CMD04 – Website deactivation/activation application](http://forms.uct.ac.za/cmd04.docx) - used when requesting the deactivation of an existing site and/or the activation of a new site which has been created, populated with all its content and is ready to go live in the UCT Web CMS.
* Please complete this form fully, and submit it in advance to allow sufficient time for site creation (ICTS), training and site content creation.
* Send the completed form to icts-helpdesk@uct.ac.za.
* Once the form has been received, you will be contacted regarding booking on Web CMS training applicable to your role. Upon your successful completion of the relevant UCT Web CMS training, your DA will give you access to the Web CMS site.
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| 1. Personal details of applicants (see: [Roles and responsibilities in the UCT Web CMS](#_Roles_and_responsibilities) and [Terms and definitions](#_Terms_and_definitions)) Note: If there are more than four applicants, please add applicant sections as necessary.
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| **Applicant 1**  |
| Full name |  | Staff/student/third party number |  |
| Email address |  | Phone number (ext.) |  |
| Role (✔ tick one) | Senior content manager |  | Content manager  |  | Page manager |  |
| **Applicant 2**  |
| Full name |  | Staff/student/third party number |  |
| Email address |  | Phone number (ext.) |  |
| Role (✔ tick one) | Senior content manager |  | Content manager  |  | Page manager |  |
| **Applicant 3** |
| Full name |  | Staff/student/third party number |  |
| Email address |  | Phone number (ext.) |  |
| Role (✔ tick one) | Senior content manager |  | Content manager  |  | Page manager |  |
| **Applicant 4** |
| Full name |  | Staff/student/third party number |  |
| Email address |  | Phone number (ext.) |  |
| Role (✔ tick one) | Senior content manager |  | Content manager  |  | Page manager |  |

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| 1. Site details
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| 1. **Domain name**
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| 1. **Domain administrator (DA)Note:** There is only one DA per site.
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| 1. Management agreement
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| **Please note:** Your signature confirms that:1. The person named on this form was formally assigned to use the UCT Web CMS and manage content on the above-named site and the training and access requested is in accordance with his/her departmental responsibilities.
2. You agree to make this person available to receive Web CMS training in accordance with his/her responsibilities.

**Note:** An email from the Head of Faculty/Department /Unit to acknowledge and confirm the above approval sent to icts-helpdesk@uct.ac.za (with this completed form attached) will be accepted in lieu of signature. |
| HOD/Section head name |  | Signature |  | Date |  |

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| 1. Processing (For office use only)
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| Applicant has successfully completed training (✔ tick) | 1 |  | 2 |  | 3 |  | 4 |  |
| Trainer name |  | Signature |  | Date |  |

# Roles and responsibilities in the UCT Web CMS

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| Role | Described as... | Responsibilities |
| Domain administrator | A role which has full access to all functionality within a specific website (domain) in the UCT Drupal Web environment. | * Create and manage web content using the Web CMS;
* Maintain a consistent look and feel throughout all web content;
* When necessary, review web content created by the page managers, content managers and senior content managers;
* Publish approved content to the live website.
* Assign certain Web CMS roles in their domain (i.e. page manager, content manager and senior content manager) to authorised and trained UCT community members.
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| Senior content manager | A role which has access to create, edit, publish and unpublish content on a specific website to which they have been assigned. | * Create and manage web content using the Web CMS;
* Ensure consistency throughout all web content;
* Copy edit, proofread and preview all web content created by themselves, other senior content managers, content managers and page managers;
* Publish approved pages to the live website.
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| Content manager | A role with access to create, edit, and view draft content for all content types (except pages), and view published content on a specific website. | * Create web content using the Web CMS and submit it for approval and publishing;
* Ensure consistency throughout all web content;
* Copy edit and proofread all web content they have created before submitting for approval and publishing.
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| Page manager | A role with access to create, edit, and view draft pages (except secure/critical pages) and view published pages on a specific website.  | * Create web pages using the Web CMS and submit them for approval and publishing;
* Ensure consistency throughout all web pages;
* Copy edit and proofread content on all web pages they have created before submitting for approval and publishing.
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# Terms and definitions

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| Term | Definition |
| Domain  | “A subset of locations on the Internet or other network which share a common element of their IP address (indicating a geographical, commercial or other affiliation), or which are under the control of a particular organization or individual” ([OED](http://www.oed.com/view/Entry/56649?redirectedFrom=domain+name#eid6401179), 2013) E.g. The UCT domain is “uct.ac.za”. |
| Domain name | “The part of a network address which identifies it as belonging to a particular domain.” ([OED](http://www.oed.com/view/Entry/56649?redirectedFrom=domain+name#eid6401179), 2013) E.g. [www.humanities.uct.ac.za](http://www.humanities.uct.ac.za) or [www.hr.uct.ac.za](http://www.hr.uct.ac.za)  |
| Web CMS | A Web content management system (CMS) is a type of CMS which is used for the creation, editing and management of websites.The UCT Web CMS is part of building a solid ECM foundation at UCT and has been designed to meet the web content management requirements of the University. It is a role-based system which allows different roles to create, edit, upload and change content according to their assigned access using the administrative interface called the Workbench. |