

## Ektron Hosted Website Work Order

Websites hosted and created with utilize the enterprise approved content management system, Ektron and the state template and styles. Each site is built using smart forms making it easy for users to create and update content without having to know HTML or any programming languages. The development of the requesting agency website will be managed as a project and utilizing the general timeline below:

### Website Development Timeline

Phase I Setup	Phase II Training	Phase III Content Creation	Phase IV Testing	Phase V Go Live
<ul style="list-style-type: none"> <li>• Setup Ektron</li> <li>• Setup Users</li> <li>• Setup Groups</li> <li>• Install Templates</li> </ul>	<ul style="list-style-type: none"> <li>• Ektron Training</li> <li>• Forms Training</li> <li>• Analytics Training</li> <li>• SEO Training</li> <li>• Sitemap Creation</li> </ul>	<ul style="list-style-type: none"> <li>• Create Content</li> <li>• Create Pages</li> <li>• Create Menu(s)</li> <li>• Web team Support</li> </ul>	<ul style="list-style-type: none"> <li>• Review Pages/Site</li> <li>• Final Changes</li> <li>• Agency Sign Off</li> </ul>	<ul style="list-style-type: none"> <li>• Setup Prod Site</li> <li>• Create Domain and or</li> <li>• Move Domain(s)</li> </ul>

### Section 1 – Agency Information (All fields must be completed)

Agency Name		Contact Name	
Budget Account		Contact Phone	
Request Date		Contact Email	
Est. Go Live Date			

### Section 2 – Website Information

Domain Name *		.nv.gov	New Domain?	Yes		No	
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\*Sites hosted with EITSD will utilize the nv.gov domain. Alias domains can be created and pointed to this domain, see Alias Section.

Choose Home Page Template (See Agency.nv.gov)	Style 1	Style 2	Style 3	Style 4
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### Section 3 – Users

Users can be setup with one of three security settings.

**Manager** has full access to the site including managing menus, folders and overall content.

**Editor** has rights to add, modify and overwrite content, documents and folders.

**Users** can only modify current content and add new documents.

Name	State Hosted Email Address	On SilverNet? **	Manager	Editor	User
		Yes   No			
		Yes   No			
		Yes   No			
		Yes   No			

\*\*Users not on SilverNet will be required to sign up for a VPN account to access the content admin website. Send a helpdesk ticket to [helpdesk@admin.nv.gov](mailto:helpdesk@admin.nv.gov) and request for a VPN account. Provide your contact information and budget account in the request.

#### Section 4 – Alias / Vanity Domains

Agencies can create Alias/Vanity domains which will point back to the main domain. For example, NevadaBudget.org can be pointed to budget.nv.gov. Users can type in either domain and get to the same site. This makes it easier for users to remember a website or use in campaign tracking.

Domain Name	Hosted with (IE, EITS, Godaddy, etc)	Budget Account

#### Section 5 – Website Analytics and Website Tools

Each website by default has the Google Analytics tools installed. Users may request to review their own site statics at anytime by logging into Google Analytics. This free service provides vast amounts of information how visitors are utilizing your website. Each user will be required to setup a Google account and may do so by going to <http://google.com/accounts>. **Please create an account using your state email account.** Please do not use your personal account. Users may also be given access to the website tools which provides some technical level information about the performance of the agency website.

Name	Email	Website Tools
		Yes   No
		Yes   No
		Yes   No
		Yes   No
		Yes   No
		Yes   No

#### Section 6 – Authorization of Work

Agency Authorized Signature	
Print Name	
Title	
Date	