

Website Update Procedures

www.lajoyaisd.com

Getting Started



Put together any material
you want to post on the web.

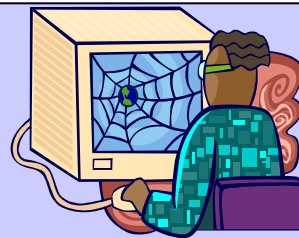
information, documents, pictures, links, etc,



Submit all information to your
assistant superintendent for
review and request a signature
for web approval.



Send all material with appropriate
approval to the Webmaster and
like magic all content provided
will appear on the webpage.



Once everything is posted, please take
some time to review all new and up-
dated information.

Congratulations, job well done!



Web Posting Request

www.lajoyaisd.com

TO: Jesus Acevedo - District's Webmaster

FROM: _____

DATE: _____

SUBJECT: _____

TYPE OF WEB WORK:

- | | |
|--|--|
| <input type="checkbox"/> CREATION OF NEW PAGE(s) | <input type="checkbox"/> DELETION |
| <input type="checkbox"/> UPDATE | <input type="checkbox"/> SPECIAL PROJECT |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> OTHER - _____ |

OF:

- | | |
|--|---|
| <input type="checkbox"/> Document(s) or File(s) | <input type="checkbox"/> What's New Section |
| <input type="checkbox"/> Information, Links, or Text | <input type="checkbox"/> Rotating Banner |
| <input type="checkbox"/> Image(s) or Picture(s) | <input type="checkbox"/> Staff Listings Title(s) and Names(s) |
| <input type="checkbox"/> Calendar(s) or Schedule(s) | <input type="checkbox"/> Other _____ |

DETAILS

ATTACH TO THIS ALL MATERIALS, DOCUMENTS, AND INFORMATION THAT IS TO BE POSTED ON THE DISTRICT'S WEBPAGE.

IS THIS REQUIRED BY AN AGENCY OR ENTITY TO BE POSTED ON THE DISTRICT'S WEB? YES NO

IF YES, PLEASE NAME THE AGENCY OR ENTITY. **Example (TEA)** _____

NOTE: All required information will also be listed under the required section of the webpage.

SECURE THE APPROVAL AND SIGNATURE OF THE SUPERINTENDENT OR THE ASSISTANT SUPERINTENDENT OF THE DEPARTMENT.

**SUPERINTENDENT OR ASSISTANT SUPERINTENDENT
USE ONLY**

APPROVE

Signature _____

DISAPPROVE

Date _____