

## WEB SITE MANAGEMENT SOFTWARE TRAINING

Are you responsible for editing or approving content for the CCAC web site? The new web site includes a “Content Management System” in which you will be able to edit, approve and submit changes for publication to the CCAC web site.

Training workshops have been developed to provide hands-on training on the new “CMS” software. Workshops will be held according to the schedule below.

*It is highly recommended that “editors” and “approvers” attend the workshop together:*

*An “editor” will be the staff member (usually a secretarial staff member)*

*who will be editing and making changes to the content;*

*An “approver” will be the administrator who has the authority*

*to review and approve the content that is added to the web site.*

***Please plan to attend together.***

If you have further questions about the web site or the role of editor/ approver, please contact Christine Cornely at (412) 237-8195.

Date	Time	Location	Room
Wed, May 7	9:00 – 12:00noon	College Office	501
Mon, June 2	1:00 – 4:00pm	North Campus	1128
Tues, June 3	9:00 – 12:00noon	College Office	501
Tues, June 3	1:00 – 4:00pm	Allegheny Campus	L516
Wed, June 4	1:00 – 4:00pm	South Campus	B632
Thur, June 5	1:00 – 4:00pm	Boyce Campus	S593

To enroll, email [enrollme@ccac.edu](mailto:enrollme@ccac.edu).

### **IMPORTANT:**

**It is required that you pre-register ahead of time;**  
**your ID and password will be created for you before class.**