

Registering a new website

There are three registration methods available to YCCD employees who need to create a new website.

Method One: Contact your campus webmaster.

All three of the units within the Yosemite Community College District have a designated webmaster charged with maintaining campus websites and coordinating online information. If you have never set up a website before, it is strongly suggested that you contact your campus webmaster before attempting to deploy a new website. Your campus webmaster can best assess your online needs, can arrange or identify training options available to you, and can directly offer deployment and setup support.

Method Two: Contact the YCCD Technology HelpDesk.

Employees within the Yosemite Community College District who are technically savvy enough to create a website on their own, or who need to set up an additional website for a new purpose, may contact the YCCD Technology HelpDesk at extension 7800. The YCCD HelpDesk can quickly arrange for the deployment of the new site, and can sometimes directly create the websites themselves (depending on current call volume). Please be aware that the HelpDesk *cannot* provide over-the-phone support for website deployment, and can only provide limited advice and information about website hosting options. Contacting the HelpDesk is a good option for users who are already familiar with the website deployment process and simply need to request an online workspace.

Method Three: Use the Self Registration Tool

The YCCD Web Hosting Server contains a self-registration function that permits employees to create websites on their own, without IT assistance. This option should only be used by employees who are already familiar with the website deployment process, and preferably who already have experience using the software tools available on this website. If you are deploying an OUCampus site, it is recommended that you do *not* choose this method unless you have already completed OmniUpdate training. The Self-Registration Tool is available to web-savvy users who want to establish a web presence quickly, but who do not require other development assistance or training from YCCD IT or their campuses webmaster.

Please be aware that two major limitations exist when using the self-registration tool.

First, only currently active YCCD employees may deploy websites using this tool. If you do not have a valid YCCD network login account, we cannot provision an account for you. Please be aware that we do *not* provide web hosting services to students, retirees, or the public.

Second, the server automatically enforced a limitation of two sites per person. If you already have two websites operating on this server, you will be unable to immediately launch a third website. Individuals

with two sites may still complete the Self-Registration Tool, but the new site will not be deployed until the request is reviewed. You will be contacted by YCCD IT to discuss the requirements for the site, and to verify that your website management practices are aligned with the YCCD Web Hosting Guidelines. There is no limit to the number of websites any individual may have, but using sound website management methods, it is uncommon to need more than one or two.

To use the Self-Registration Tool, simply follow these steps:

1. Visit the hosting homepage at <http://sites.yosemite.edu> and click the “Website Self-Registration” link.
2. Read the information on the Welcome screen and log in using your standard YCCD Username and Password. This is the same username you utilize to check email and log in to desktop computers. This is **not** your Datatel login credentials.
3. Agree to the YCCD Web Hosting Service Guidelines. You will be prompted to agree to these even if you have completed the form previously.
4. If you have reached your two-site limit, you will see a notice informing you that the request will not be completed immediately. Select “Continue & Request Approval” option to continue creating your new website. You will be contacted by a server administrator within a day or two to discuss the site.
5. Choose any additional editors you wish to add to the website. To add editors, simply enter the editors YCCD email address in the textbox on the right side of the screen, select the level of access you want them to have, and click the “Add This User” button. There is no limit to the number of editors a site can have. When your list is complete, click the “Accept List & Continue” button. New users will need to accept the Hosting Service Guidelines (linked from the homepage at <http://sites.yosemite.edu>) before logging in to the website for the first time.
6. Complete any requested form fields on the next screen.
 - a. Choose your website hostname. It is strongly recommended that personal faculty sites use the convention “lastnameinitial.faculty.campus.edu”. This address cannot be changed.
 - b. Identify account purpose. This will help us to manage your website appropriately. It is not required, but we do ask that you sort it as accurately as possible using the options located in the dropdown menu.
 - c. Decide whether this should be listed for public browsing (listed in the Hosted Site Locator). Hiding a site will prevent it from being detected and indexed by many web search engines. Websites are typically public, but some purposes may require that the website be hidden. This option may be changed later through the Website Manager.

- d. Select whether WebDAV should be active. The WebDAV connection protocol isn't needed for WordPress or OUCampus websites, but is strongly suggested for custom websites or online file download sites. This option may be changed later through the Website Manager.
 - e. Select the type of website that you wish to set up. For more information on these options, please review the "Types of Websites Offered On This Server" help document.
 - i. Select "CMS Site" to deploy OUCampus, an easy to use website management system that automates most website editing functions.
 - ii. Select "Blog Site" to deploy WordPress, a blogging tool that permits the rapid publishing of information and updates, with a higher level of customizability than OUCampus. WordPress is the world's most popular blogging platform, but should only be used by those who want a dedicated blog instead of a conventional website.
 - iii. "Custom Website" is the simplest of the three options. A custom website is an empty folder connected to the hostname you selected above. This option should only be selected if you have the intent, and the knowledge, to create a website from scratch using a third-party web development tool of your choosing.
 - f. Enter a title for your website. This title will appear in search listings and in some internal website listings. This option may be changed later through the Website Manager.
 - g. Enter a website description. This description will be visible in some search forms. This may be changed later through the Website Manager.
7. Click the "Verify Information" button, and review the information you have entered. If there are any errors in the information, click the "Change/Update Information" button at the bottom of the verification screen.
 8. If no errors were found, press the "Build Website" button. The generation process may take up to two minutes.

If you have not reached the website generation limit, your website should now be immediately visible and accessible to you and the public. You may now edit your website using the appropriate tools for the site you have deployed. For additional help connecting to your newly deployed website, please review the Help & How-to's page at <http://sites.yosemite.edu>