



Primary Web Coordinator

Tasks

In order to increase the efficiency with getting your websites deployed in TERMINALFOUR, we are requesting that each College or Department designate a Primary Website Coordinator (PWC). We suggest that the PWC be the Web Manager of the College and the person who is able to respond to technical questions about your **top level domain**.

That individual is typically a Power User of the Channel. The goal is to prevent unauthorized changes to the website.

The PWC will:

- Serve as the liaison and be the single point of contact between the college and web services during the T4 approval process.
- Communicate and confirm proper T4 user roles to web content editors within their College/Department.
- Determine template, content types and page layout of the Website.
- Coordinate how the college or department's third and fourth level domains will be established and communicate the information to Web Services.