



# Content Management System Support

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## **Getting Started with the CMS – New UCR Sites**

- Submit the online form for Requesting CMS access. Be sure to fill out all items completely and accurately.
- Receive notification from C&C that CMS accounts as well as the new site domain have been created. A search engine blocker will be placed on the site until the department deems it ready for the public view.
- Department SAA's will add user accounts to the site.
- C&C will contact department representatives to schedule a CMS training session.
- After the training sessions, users will be given access to the site.
- One users have places all their content in, contact C&C to remove the search engine blocking, making the site accessible to everyone on the internet!