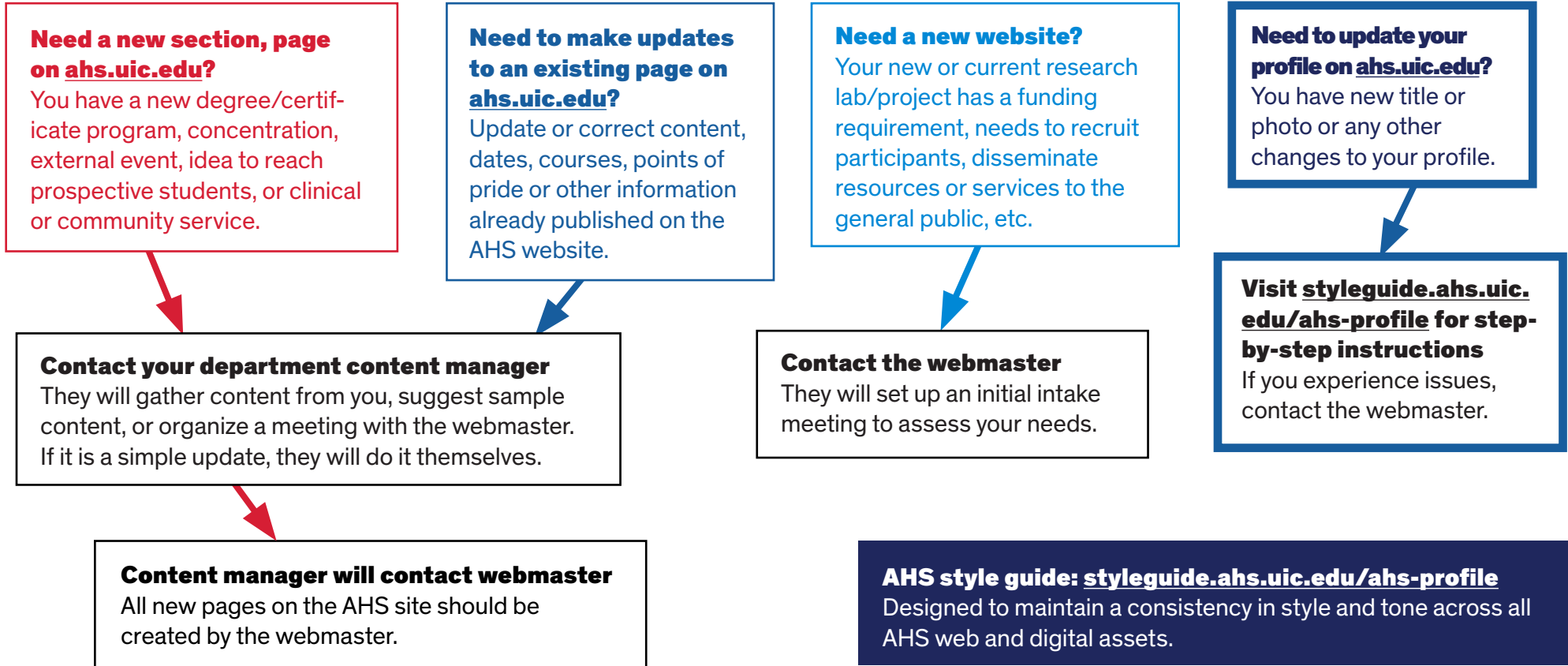# Webmaster Flowchart

Have a website-related need?
You've come to the right flowchart. Start by picking a path.

**Need a new section, page on ahs.uic.edu?**
You have a new degree/certificate program, concentration, external event, idea to reach prospective students, or clinical or community service.

**Need to make updates to an existing page on ahs.uic.edu?**
Update or correct content, dates, courses, points of pride or other information already published on the AHS website.

**Need a new website?**
Your new or current research lab/project has a funding requirement, needs to recruit participants, disseminate resources or services to the general public, etc.

**Need to update your profile on ahs.uic.edu?**
You have new title or photo or any other changes to your profile.

**Contact your department content manager**
They will gather content from you, suggest sample content, or organize a meeting with the webmaster. If it is a simple update, they will do it themselves.

**Contact the webmaster**
They will set up an initial intake meeting to assess your needs.

**Visit styleguide.ahs.uic.edu/ahs-profile for step-by-step instructions**
If you experience issues, contact the webmaster.

**Content manager will contact webmaster**
All new pages on the AHS site should be created by the webmaster.

**AHS style guide: styleguide.ahs.uic.edu/ahs-profile**
Designed to maintain a consistency in style and tone across all AHS web and digital assets.

# Department Content Managers

Department content managers serve as your primary contact for website-related needs and are responsible for maintaining department website content clear and accurate.

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# AHS Webmaster

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