



Hosted Website Checklist

Web Policy & Architecture Subcommittee

Authorization *(see Policy and Guidelines for Web Page Hosting)*

- Completed a sample home page and/or website for review
- Completed the appropriate Website Request Form
- Submitted form and sample website page(s) to immediate supervisor
- Form & sample website approved by Chairperson, Director or Dean
- Form & sample website approved by appropriate Division Steward
- Form & sample website approved by NJCU Webmaster
- Received website location and FTP/network login information

Website Structure *(see NJCU Website Guidelines)*

- All pages have a website name and page heading
- All pages have a navigation bar or appropriate navigation elements
- All pages are a good balance and contrast of text and graphics
- All pages are open and accessible to people with disabilities
- All pages can be viewed and printed easily and download quickly
- All photos, graphics and text are original or free of copyright restriction
- The website has a consistent design
- The website is accurate & current
- The website contains all required information

Post Website Upload

- Website uploaded to assigned location
- All elements for each page are viewable
- All navigation components & hyperlinks are working
- Notified the Division Steward & NJCU Webmaster the site is available