

# Faculty Website Checklist

The following checklist will help guide you through the Faculty Website process.



## STEP 1

### Obtain a Kean Web Account!

Obtain a Kean Web Account from Computer Services (OCIS). The Kean Web Account is different from the

Kean E-mail Account.

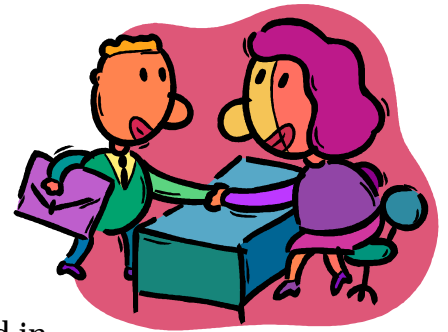
- Fill out the Kean Web Account Request Form and hand it in to OCIS located at Campus School South, Room 113.
- OCIS will assign you a Turbo User ID and Password. Please allow 5 business days for processing.

## STEP 2

### Make an appointment!

Make an appointment with the Center for Professional Development Web Designer.

- Call x74657 to schedule a convenient meeting time at the Center for Professional Development offices located in the Library, Room 145.
- Meeting time lengths will vary. On average, be prepared to spend at least 1 hour.





## STEP 3

### Ideas, Ideas, Ideas!

Think about what you would like to put on your Website. Organize and outline your material hierarchically. Put all of the files on a CD or other digital storage device. Note that all materials need to be in digital format. Paper handouts will need to be scanned. This can be done in the Center for Professional Development lab. Make sure you do so before your appointment.

Examples of material:

- Curriculum Vitae
- Course specific material such as syllabi, handouts, diagrams, PowerPoint presentations, etc.

## STEP 4

### Arrive prepared!

On the day of your appointment, please remember to bring the following:

- Website material (see Step 1)
- Kean Web Account login and password (see Step 2)

