

## Lucas County CivicPlus Access Request Form

**Instructions:** After reviewing the attached CMS Data Use Agreement, print and complete sections 1- 3 below. Forward signed completed form to [LCISHelpDesk@co.lucas.oh.us](mailto:LCISHelpDesk@co.lucas.oh.us).

NEW USER     MODIFY USER RIGHTS     LOCK/DISABLE USER RIGHTS

Effective Date: \_\_\_\_\_

**Note:** If access should be modeled after another user, enter original users name here: \_\_\_\_\_

### 1. Employee Information

First Name	Middle Initial	Last Name	Title / Position
Department/Agency Name	Email Address		Work Phone Number

### 2. Employee Roles

	<b>Author</b>	<b>Publisher</b>
	<i>Check one</i>	
<b>FULL ACCESS</b> – <i>Includes all of the access listed below</i>		
<b>EDITOR</b> - <i>Add, Edit, Update Web Pages</i>		
<b>CONTACT US FORM</b> - <i>View contact us submissions &amp; attachments</i>		
<b>JOBS</b> - <i>Enter Job Postings/View Job Applications</i>		
<b>REGISTRATIONS</b> - <i>Create Online Registration Forms</i>		
<b>AGENDAS</b> - <i>Create/Display Agenda Templates</i>		
<b>CONNECT</b> - <i>Interact with Citizens (Blog, Community Voice, Opinion Polls)</i>		
<b>ALERTS</b> - <i>Post Community Alerts</i>		
<b>REQUESTS</b> - <i>Create Citizens Request Forms</i>		
<b>ANALYTICS</b> – <i>Access to Google analytics</i>		
<b>Author</b> – Create new and edit pages and items, then submit for approval.		
<b>Publisher</b> – Create new, edit, publish and un-publish pages and items, approve authors work.		

### 3. Employee Acknowledgment and Signature

You acknowledge that you have read and agree to abide by the Lucas County CMS policies and procedures as outlined below and that you are an authorized user based on your job duties, responsibilities, and the need to know. You are responsible to safeguard your user ID and password and not to share it with another user.

Print Name	Title
Employee Signature	Date

### Employee's Manager Signature

As the immediate manager, you acknowledge and authorize this security request. The access is granted to the employee based upon their job duties, responsibilities.

Print Name	Title
Manager Signature	Date

I/We agree to abide by the attached Data Use Agreement and Webpage Standards/ Best Practices Rules for all content placed on the Lucas County Web Site. Failure to abide by these policies and procedures as designated by the Lucas County Information Services may result in your CMS privileges being revoked.

## LUCAS COUNTY CIVICPLUS CONTENT MANAGEMENT SYSTEM (CMS) DATA USE AGREEMENT

I understand that Lucas County Information Services is providing the “Portal” to a Content Management System powered by CivicPlus for use by the various departments within Lucas County. I understand that this “portal” is used to maintain and post information to our departments’ specific content on the web site. This information may include but is not limited to; text, digital images which are copyright free or we are the copyright holders, forms and/or any downloadable content.

Lucas County Information Services is responsible for maintaining the system, host environment and data integrity (i.e. Back Up). Lucas County Information Services is NOT responsible for the content entered by Publishers, Department Heads and/or their designees who are authorized to use the CMS. Lucas County Information Services reserves the right to request a review of any content posted to the county’s web site by the Lucas County Data Processing Board or Board of County Commissioners that will be viewable and/or downloadable by the public. Lucas County Information Services will perform web page audits and forward findings for updates/corrections to agencies to ensure that web page standards are being followed.

By signing the Lucas County CivicPlus Access Request Form, I understand that, as a representative of the listed department, I am assuming total responsibility and risk for the content placed by Publishers, Department Heads and their designees to our departments’ specific section of the Lucas County web site. I also acknowledge that ***Lucas County Information Services is not liable for any incidental, consequential, or indirect damages arising out of the misuse of the Content Management System (CMS) by the Publishers, Department Heads and/or Designees who are authorized to use the CMS.***

### **Refer to the attached CivicPlus Best Practices Content Guide**

#### **Webpage Standards:**

Headline page text =	Font: Verdana,	Color: Green,	font size: 14, Hex Color: #496612.
Subhead1 page text =	Font: Verdana,	Color: Blue,	font size: 11, Hex Color: #2d526b.
Subhead2 page text =	Font: Verdana,	Color: Gray,	font size: 10, Hex Color: #918b71.
Content page text =	Font: Verdana,	Color: Black,	font size: 10, Hex Color: #000000.
Hyperlinks =	Font: Verdana,	Color: Light Blue,	font size: 10, Hex Color: #586e7c.

Italics, Bold or Capitalization may be used for emphasis on **selected** words (not entire paragraphs).  
Always use spell check and have an additional person proof your work before submitting for publication.

## LUCAS COUNTY CMS MODULES

Module Name	Description
<b>Activities</b>	Allows you to easily create activities that users may register for online. Set up an activity, modify the sign up form, and track users that have registered via the module.
<b>Agenda Center</b>	Create and display agenda templates for repeated use, work flows to insure agenda accuracy, and the ability to enter minutes directly into each agenda.
<b>Alert Center</b>	Shows when there is an important notification in the area. Notifications can be sent through email and/or text messages for street closures, road conditions or emergencies.
<b>Archive Center</b>	An archive that stores newsletters, meeting agendas, meetings minutes, reports and many other documents that cities and counties need to keep and provide to the public.
<b>Blog</b>	Open up lines of communication between administrators and citizens, comments can be turned off, allowed or moderated for appropriate content.
<b>Calendar</b>	Allows administrators to set up calendar items to help keep the public informed about upcoming events and meetings in your community.
<b>Community Voice</b>	Allows an open forum and dialog between agencies and their citizens. Topics are streamlined with ability to provide feedback and comments. Includes monitoring tools.
<b>Document Center</b>	Document storage center that allows for a variety of file types to be downloaded or viewed by the end user.
<b>Facilities</b>	Lists 'profiles' of facilities and their amenities. The facilities are listed by facility type and of the individual facilities and their amenities.
<b>FAQ's</b>	Can be organized by departments and/or category, can be added to any page of your website and can be set up to link to additional information or documentation.
<b>Form Center</b>	Create online-fillable forms from scratch using drag-and-drop functionality. Has the option to collect submitted form answers by making the form a 'database form'.
<b>Job Postings</b>	Lists jobs by category on the county website for visitors to view. Individual jobs can give descriptions, can have documents attached to the job listing from the Document Center.
<b>Media Center/CivicMedia</b>	Allows you to post your community videos to your citizens from your website.
<b>News Flash</b>	Provides an area where news and announcements are posted.
<b>Online Job Application</b>	Allows web users to create a profile to apply for employment. Once the profile is created the information they entered is saved and they can apply for jobs over and over.
<b>Opinion Poll</b>	Gather opinions from citizens and users about topics, helps to make your website feel interactive to the users.
<b>Photo Gallery</b>	Allows you to store and display photographs in a central location.
<b>Quick Links</b>	Place links to often-requested information directly on the page of your choice. The links can be to interior pages of website, documents and forms, or outside websites.
<b>Request Tracker</b>	(CRT) facilitates interoffice and government-to-citizen communication and workflow concerning requests reported by residents.
<b>Staff Directory</b>	List of contact information for the city/county/association. Each listing can have a title, email address, phone number, picture and biography.