



State Agency Community Newsletter

Quarterly Issue: March 2019

Welcome to the **State Agency Community Newsletter** on Sitecore Training and Fundamentals. You are receiving this newsletter because you have completed a Sitecore Training course. The quarterly **State Agency Community Newsletter** includes Sitecore updates, featured articles, hot topics, FAQs, and more.

This information can also be found on the [Sitecore Training and Fundamentals Website](#).

Update: 13 new agencies launched in Sitecore and seven more to come!

In December 2018, January 2019, and February 2019, 13 additional agency websites have been migrated into the Sitecore content management system. If your agency websites contains links to pages or files on any of these newly-launched websites, the recommendation is to update those hyperlinks to the new page or file using the [Internal Sitecore link](#).

- [Department of Developmental Services](#) (DDS)
- [Department of Economic and Community Development](#) (DECD)
- [Choose CT](#) (DECD)
- [Office of Policy and Management](#) (OPM)
- [Board of Pardons and Paroles](#) (BOPP)
- [Connecticut Agricultural Experiment Station](#) (CAES)
- [Connecticut Insurance Department](#) (CID)
- [Center for Teen Safe Driving](#) (DMV)
- [Center for Experienced Drivers](#) (DMV)
- [Division of Criminal Justice](#) (DCJ)
- [Office of the Governor](#) (Ned Lamont)
- [Office of the Lt. Governor](#) (Susan Bysiewicz)
- [DAS: Commission for Educational Technology](#) (CT EdTech)

The following seven Agency Websites are in the final phases of migrating into the Sitecore system and targeting to launch in April 2019.

- Department of Rehabilitation Services (DORS)
- Department of Motor Vehicles (DMV)
- Department of Housing (DOH)
- DEEP: Connecticut Mosquito Management Program (CMMP)
- DEEP: No Child Left Inside (NCLI)
- Division of Public Defender Services (OCPD)

Visit the **Sitecore Training and Fundamentals website** to see a [full list of agencies in Sitecore](#).

Hot Topic: User Account Disable Notification

In adhering to our corporate security policy, Connecticut Interactive (CI) will deactivate any Sitecore accounts that have not been accessed for 90 days. As a Sitecore User, please make sure you log into your account continually within a 90-day period to avoid deactivation of your account.

The purpose of this oversight security is to ensure valid and active users are accessing Sitecore, while older accounts are

not being compromised. Please make sure to access Sitecore after receiving this notification if you haven't recently logged into the system, ensuring your account remains active.

If your account is deactivated and you need access again, please contact Connecticut Interactive Helpdesk for support at ci-customerservice@egov.com

Feature: Submitting a Page for Approval

If you are a Content Author, most likely you have to submit your pages for review before they are published to your website. This simple action is done easily from the page you are actually editing at the time through the [Experience Editor](#). Just remember to [Check In \(Unlock\) your page](#) prior to submitting it for review.

[Get to know the different roles and their permissions.](#)

Support: Frequently Asked Questions

- **Can I apply my own styling to a page?**
You can apply any styling options the [Rich Text Editor](#) provides. It is not advisable to keep any styling pasted from other sources such as Word or a website, to maintain consistency.
- **How do I edit an image once I insert it on a page?**
It is best not to edit an image in Sitecore once uploaded. Doing so can cause the image to distort when seen on different screen sizes.

If you need to modify the image in any way, then re-edit it in a program that can accurately accomplish this (i.e. Adobe Photoshop, Gimp) and re-upload the image into the Media Library to overwrite the original version.
- **Can I upload multiple document files into the Sitecore Media Library?**
Yes. Just select the upload files (advanced) button when you are ready to upload the files and select the multiple document files from your computer to upload into the Media Library. You can also perform a [Batch Upload](#) as well if you have multiple files and folders you need to upload.

For more information, visit [Uploading a Document File](#) on the Training and Fundamentals site.

[See more FAQs](#)

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Need further assistance? Submit a [support ticket](#).

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