Effective August 13, 2009

Letter from the President

Rules and Regulations

Adjunct Handbook

Print using your browser's print function.

Faculty Handbook

Print using your browser's print function.

Staff Handbook

Print using your browser's print function.

Lincoln University Website

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

The Lincoln University website is operated through the Site Builder Toolkit 2.9 (SBT) which is a completely browser-based website content management solution created by SunGard Higher Education. The simple and intuitive SBT, interface and facilitate web content management through:

- standardized page templates, including automated page headers and footers.
- automated navigational content.
- simple procedures for adding and editing page content; and,
- managing page organization.

The content management approach to web site development allows you to develop, edit, maintain, and manage your content with minimal training and it requires no HTML experience. SBT includes a third party content authoring tool which provides MS Word-like editing capability. Content is saved and stored locally in a Microsoft SQL 2000 Server database.

Each department is responsible for creating and maintaining its content through a designated department content manager(s). Before using SBT, your local webmaster must create a user profile for you, give you a username and password and designate you as a content provider. The webmaster also grants you access to specific pages and permissions for what you may do to those pages.