Terms and Conditions for University of Otago Content Editors

Last updated 25 January 2024

By editing the University of Otago's website, you confirm that you have read and reviewed this Agreement and that you agree to comply with its terms.

If you do not want to be bound by the terms of this Agreement, you are advised to not make edits on the University of Otago website. Marketing Services, External Engagement only grants editing access of this website to those who have accepted these terms.

As an editor, you are provided access to the content management system (CMS) to make minor changes to your own web content, such as updating factual information.

More significant changes should be sent to the web team at web@otago.ac.nz. Please see the image below for more details about what constitutes a minor change.
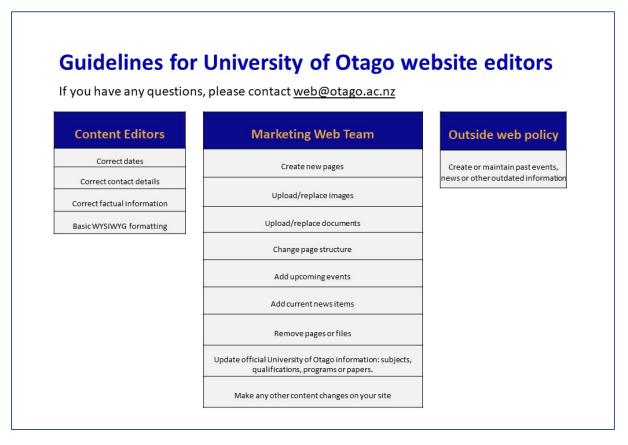
Changes made to the site should align with the University's Web Policy and Web Best Practice Guide. Any requests that do not align with these cannot be approved. Content Editors will be advised with a note explaining the issue.

Common issues include:

- **Major changes:** These should be submitted to web@otago.ac.nz for the Web Team to action, as they need to meet a wide range of regulatory and design standards.
- **Out of date information:** The website should only include up to date and relevant information.
- **Archival or historical information:** The website is not an archive or record of University information or activities. Past information should be stored elsewhere, according to the Information and Records Management Policy. The University's established platform for this material is OURDrive.
- **Removing links to assets:** To completely remove a file, both the link and the file itself need be deleted this is to avoid broken links. Please email web@otago.ac.nz for these requests.
- **Uploading images and documents*:** New or updated images and files should be submitted to web@otago.ac.nz, to ensure they meet regulatory and design standards.
- **Not using comments:** When you make a change and Apply for Approval, please use the comment box to explain what changes you have made. This will help the Web Team easily identify, review and approve your changes.
- **Duplicating information:** Do not duplicate information taken from other webpages, instead link to the relevant page. This ensures there is one source of truth and reduces the risk of outdated information.

- **Editing the home page of your sub-site:** Do not edit the home page of your sub-site. This content adheres to the marketing strategy and information architecture which has been determined for the entire site.

If you are ever unsure whether a change is appropriate, we encourage you to contact web@otago.ac.nz before editing the website.

Guidelines for University of Otago website editors

If you have any questions, please contact web@otago.ac.nz

Content Editors	Marketing Web Team	Outside web policy
Correct dates	Create new pages	Create or maintain past events, news or other outdated information
Correct contact details	Upload/replace images	
Correct factual information	Upload/replace documents	
Basic WYSIWYG formatting	Change page structure	
	Add upcoming events	
	Add current news items	
	Remove pages or files	
	Update official University of Otago information: subjects, qualifications, programs or papers.	
	Make any other content changes on your site	

* Some editors may have additional rights by special arrangement.