Department, Center and Institute Web site Service

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Franklin OT provides affordable fee-based websites using our Drupal Content Management System (CMS) service. Clients can choose between several supported themes. These sites are available at a fraction of the cost of working with a third part vendor. There are service fees and web storage fees. Please see the Pricing area section below.

Benefits of Service

While it is not a requirement to use in-house web support for building your department website, it is highly recommended, when possible, due to ongoing support issues that arise when using an external vendor. Using Franklin College OIT Website services for your website offers you in-house on campus website support through our support ticket system.

Additionally, your site will be College branded, offering faculty, staff, students and other visitors a consistent experience throughout the Franklin College online experience.

And of course, working with Franklin College OIT Web Services will cost a fraction of what an external vendor would charge.

Requesting Use and Support

New Clients

Complete the Website inquiry form and choose “Department, Center, Institute or Program Website” for the kind of site you are requesting. Franklin College OIT Web Services will contact you to schedule a meeting to review your project needs.

Existing Clients

You should have received a URL to manage your site. Please login using your MyID and password. If you do not have the URL for managing your site, please submit a helpdesk ticket to request the correct information. If you have changes that can't be made within the Drupal Content Management system, please detail the needed changes in a helpdesk ticket.

Current Rates for Service

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Web Site Development</td>
<td>Franklin College Branded Department, Center, Institute or Program websites</td>
</tr>
<tr>
<td>Website Maintenance</td>
<td>(any changes that require more than 30 minutes of development time)</td>
</tr>
<tr>
<td>CMS Storage Fees for Franklin Units</td>
<td>Tier One (Up to 2GB)</td>
</tr>
<tr>
<td>Tier Two (2GB - 5GB)</td>
<td>$500/year</td>
</tr>
<tr>
<td>Tier Three (5GB - 10GB)</td>
<td>$1000/year. Each additional GB incurs an annual charge of $100/year.</td>
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CMS Storage Fees for Franklin Affiliates
## Additional Documents and Information for Service

**Content Management System (CMS) SLA**

**Video Tutorial for Managing your Department, Center, Institute or Program Website**

**Need Help?**

Please see our Documentation on Drupal 7 and Drupal 8 here: [Drupal Support](#)

## Content Restrictions and Advisories

Clients are responsible for ensuring that they are authorized to use any copyrighted material that may be posted on their websites. If OIT receives a copyright infringement notification, we may need to take all or part of the site offline until the issue can be rectified. Units must receive permission from students prior to posting images of students on their websites. Content must also adhere to local, state, and federal laws as they apply. Sensitive data may not be stored on the CMS service at any time. The presence of sensitive data will necessitate taking the site off line until all risks have been documented and mitigated.

## OIT Responsibility

We will operate this service in accordance with our service level agreement.