

## How to Become a Howard University Web Content Manager

Created by the Chief Technology Officer

August 8, 2023

Version 1.0

**Instructions:** This procedure outlines the steps to take to request training to become a SOC Content Manager

**Purpose:** To provide a structured approach in specific steps to becoming a Content Editor and gain access to how to instruction to add content to a Howard University website.

**Step 1:** Contact your schools web site administrator and complete an intake form to explain your intentions for the access go to URL: [CHSOC Content Managing Editor Request](#).

**Step 2:** To contact the University Web Management team for training and guidance for continued compliance with the University's cascading style sheets go to URL: [Request OUC Services & Consultation | Howard University OUC](#).