FDOT Consultant Managed Website Guidelines

Overview

The Florida Department of Transportation (FDOT) will now serve as the web hosting service provider for external partners who are developing/managing FDOT-related websites. Consultant sites, that are developed in support of the Department's core mission, must be: approved by an assigned FDOT Project Manager; reviewed prior to the implementation date by the Central Public Information Office for appropriate content (*Transportation Technology Manual 15.2.1*); developed using Department-issued templates (*Transportation Technology Manual 15.2.2*); and in compliance with FDOT Web Development Guidelines, the Americans with Disabilities Act (ADA) Guidelines and Section 508 of the Rehabilitation Act.

Each site must be developed and housed within the agency's website content management system (CMS). A CMS is software that provides authoring, collaboration and administrative tools that allows users with little knowledge of web programming or markup languages to create and manage website content. Sitefinity, a commercial-off-the-shelf solution, has been selected for the effective management of the department's internet and consultant sites.

To ensure the effective management of the Department's online resources, offices are permitted to have (1) Site Owner, (2) Site Approvers and (3) Site Contributors per registered consultant site. To learn more about Sitefinity, visit www.progress.com/sitefinity-cms.

Domain Names

Standard naming conventions will now be used for all consultant sites in accordance with the following guidelines:

Construction Projects	Example - PD&E Study	https://www.fdot.gov/projects/<sitename>
Events	Example - Mobility Week	https://www.fdot.gov/events/<sitename>
Topics	Example - Litter Campaign	https://www.fdot.gov/topics/<sitename>

With the implementation of standardized domain names, the acquisition of alternate domains via an internet domain registrar or web hosting company will no longer be permitted without the expressed approval of the Office of Information Technology.

All domain names that represent the Department must be owned and managed by the Office of Information Technology, IT Services Division (*Transportation Technology Manual 15.2.4*). This Division is also responsible for the renewal of external domains, as needed.

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If an exception is needed, a request for the acquisition of a non FDOT.Gov internet domain can be submitted to fdot-wcms-facs@dot.state.fl.us. The requestor should include the following information in the request:

1. Domain Name (internet)
2. IP address of the hosting server
3. Description of the site/domain content
4. Technical and administrative contacts (phone and e-mail address)
5. SSL Certificate information

Website Request: IRR Submitted by FDOT Staff

FDOT staff who have a need to develop a consultant managed website must first complete and receive approval via the Department's **Information Resource Request (IRR) System**. Requests for new consultant sites must be submitted by a **Department employee**. The following information must be included in the IRR justification:

Consultant Information	1. Consultant Company Name 2. Consultant Primary Contact (Name, Address, Telephone, E-Mail) 3. Consultant Contract Number 4. Consultant Contract End Date 5. Consultant Executive Contact (Name, Address, Telephone, E-Mail) 6. Consultant FDOT Project Manager
Website Information	1. Website Name 2. Website Purpose 3. Website Domain Name (*using the criteria outlined above*) 4. Website Publication Date (*if known*) 5. Website Authors (*name, user ID and the assigned role for each author - Site Owner, Site Approver or Site Contributor*) 6. Website SSL Certificate Owner (*for externally hosted sites only*)

Training: YouTube

To ensure the effective management of the Department's online resources, offices are permitted to have **(1) Site Owner, (2) Site Approvers and (3) Site Contributors** per registered consultant site.

- **Site Owners** evaluate and approve changes that apply globally to an individual sub-site (excluding changes in design). This role will also serve as a primary point of contact for a site.

- **Site Approvers** evaluate and approve content submitted by a Site or Page Contributor. This role is also responsible for uploading and managing content in sub-sites housed within the system. Approval access is limited and will only be granted for select modules in sub-site pages.

- **Site Contributors** upload/manage content in the website content management system. Access is limited and will only be granted for select modules in sub-site pages.

Consultant staff can learn how to create, manage and approve content within the Sitefinity system using the following online training:

> **WCMS: Sitefinity Training for Site Owners/Approvers (Consultants)**
> https://youtu.be/rWRiD9uERcs
>
> **WCMS: Sitefinity Training for Site Contributors (Consultants)**
> https://youtu.be/3wZBZaRnWgQ
>
> *Note: The above links should not be shared as they are intended <u>for FDOT consultant staff use only</u>. Department staff who are interested in taking the Sitefinity Training should access this resource via Learning Curve to receive the appropriate training credit.*

System Access: AARF Submitted by FDOT Staff

Consultant Access
FDOT-issued credentials (a user ID and password) are required to access the Department's website content management system, or Sitefinity. Consultants who are tasked with the development or management of a website on behalf of the Department are required to have the appropriate user access. Please use one of the following methods to gain access to the Sitefinity system:

- **Consultants with Existing FDOT Credentials**
  Consultants who have existing FDOT credentials will use this same login information for the Sitefinity system. Prior to doing so, an assigned project manager must submit an access request using the Department's Automated Access Request Form (AARF) – note, the **"WebAuthor" option should be selected in AARF**. Once the AARF request has been reviewed and approved, the requestor will be notified as soon as the user's system access has been granted.

- **First Time Users**
  Consultants who do not have existing FDOT credentials will first need to request network access via the Information Security Administration Office. Additional information on the steps for gaining user access is available for review at the following web address: https://www.fdot.gov/cybersecurity/DepartmentsComputerResources.shtm. Once the appropriate access has been granted, the assigned project manager can submit the AARF request as outlined above.

Once access has been granted, please visit www.fdot.gov/sitefinity and select the ADFS button to login. Then: (1) enter an FDOT Domain\User ID and password; or (2) enter an FDOT-issued e-mail and password. If these login options fail, please contact your local FDOT Help Desk to request a password reset.

State and Federal Requirements

ADA Compliance (U.S. DOJ)
Information and technical assistance on the Americans with Disabilities Act
https://www.ada.gov/

Section 508 Standards Overview (U.S. Access Board)
The Board's Section 508 Standards apply to electronic and information technology procured by the federal government, including computer hardware and software, websites, phone systems, and copiers.
https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards

Section 508 (U.S. GSA)
Section508.gov provides guidance to federal agency staff who play a role in IT accessibility.
https://www.section508.gov

State of Florida Accessibility Statement
https://www.dms.myflorida.com/support/accessibility_statement

Web Accessibility Overview
Video: Introduction to Web Accessibility and W3C Standards
https://www.youtube.com/watch?v=20SHvU2PKsM

World Wide Web Consortium (W3C)
The World Wide Web Consortium (W3C) is an international community that develops open standards to ensure the long-term growth of the Web.
https://www.w3.org

Compliance

In accordance with Chapter 15 of the FDOT Transportation Technology Manual, Department web sites and web applications must comply with Section 508 Standards, the FDOT Website Design Guidelines and the Internet Web Site Design Standards as documented in the Technology Resource Standards.

FDOT staff and consultants who are developing or managing websites on behalf of FDOT are expected to adhere to the guidelines that govern the Department's online development. A failure to do so may result in the termination of a user's access to the website content management system. Consultant staff may request a website compliance report from the Department's Webmaster.