

Website Process

SRC.HealthPEI.ca

Step 1

Determine your audience? Is your content for staff?

If yes – proceed to Step 2.

If no – and your content is for Island residents, please contact a Senior Web Content Advisor for the [Web Process for PrinceEdwardIsland.ca](#) to have it posted to the Provincial Government website.



Step 2

Did you read the SRC Website Content Policy? Is your content compliant with the policy?

To access the policy, login to the [Policy Document Management System \(PDMS\)](#).

Note: *The SRC is an external website that is accessible by anyone, from anywhere at any time. For this reason, it is important that all information posted on the website adheres to the policy. If you are unsure if your content is acceptable for publication, please contact a Senior Web Content Advisor.*

Step 3

Create an outline of your content. This will help you organize your information.

Ensure your files are saved with the same names as your links. Follow the guidelines on the [Linked Documents Checklist](#).

If you would like a video posted, please contact a Senior Web Content Advisor.

Step 4

Your **content must be approved** by your Director, Executive Director or Chief.



Step 5

Send your request (outline and any files) to a Senior Web Content Advisor or your designated Web Content Administrator (WCA) for your division or section.

If you are unsure who your WCA is for your area, visit: [Staff Resource Centre and Health PEI website processes](#).

In your web request, please include the location where you would like your information posted.

Step 6

The Senior Web Content Advisor or your WCA will **review your content to ensure it is compliant with the policy**.

You will be advised if there are any questions or concerns.



Step 7

Your content is posted to the Staff Resource Centre.



Important Note

Content owners must **review their content annually** to ensure it remains current, accurate and reliable.

Any stale, outdated or unused content should be removed from the website. Content with fewer than 20 pageviews in a one-year period may be recommended for deletion.

Questions? Contact the Senior Web Content Advisors at HealthPEIWeb@ihis.org