# **Website Audit Instructions**

**From: Strategic Web Action Team (SWAT)**

*Last Updated: January 18, 2023*

The UVU website will undergo a website audit every 12 months. This audit will be coordinated through the Strategic Web Action Team (SWAT) during the early part of the year. Each division’s Web Steward will oversee the audit for each website within their division. This website audit needs to be complete by March 31, 2023. Please follow the instructions below to complete a successful website audit.

As a Web Owner/Site Manager, you are responsible for a piece of the UVU website. This piece, or sub-site, needs to be audited yearly for updates to content, images, tags, links, etc. Here are the simple steps to a website audit:

1. Receive the Website Audit Instructions, Site Audit Checklist, and Page Audit Checklist from your Web Steward with specific timelines for your division.
2. Use the Site Audit Checklist and these instructions to complete your website audit:
	1. Your Site Manager needs to login to your site in OUCampus
		1. Login using the UVU Logo at the bottom of the page.
	2. Review every file within your site structure checking it against the Page Audit Checklist and make sure it passes.
	3. Republish all pages (this will update the publish date)
		1. You can republish by page or by folder.
	4. Go to your live site and click through every link to verify that it still works and is correct.
	5. Fix the errors in OUCampus and republish (if needed)
3. Complete the Website Audit Completed form found at <http://www.uvu.edu/web/audit/site_audit.php> by the deadline (**March 31, 2020**). When you fill out that form, a notification gets sent to your Web Steward that you have completed your site audit.
4. There will be **SPOT CHECKS** throughout the UVU website for audit completion. These reports will be sent to your Web Steward and Administrative Site Owner (VP, AVP, Dean)

Thank you for all your efforts in helping us maintain an updated and accurate UVU website.

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The Strategic Web Action Team (SWAT)