

Site Reviewers' Responsibilities

As the site reviewer(s) for a new site that CPA has created, you are responsible for ensuring the following:

- All content is accurate
- All content is current
- All links work and take you where they're supposed to
- All content provided have been incorporated into the site (**NOTE: CPA edits all content submitted for suitability, Web optimization, and adherence to both the YU and AP style guides. If you are uncertain about something, please speak with CPA.**)
- All content changes have been correctly incorporated before the site goes live
- If applicable, all assets (images, videos, etc.) have been uploaded to the site and checked for appropriateness. (**NOTE: CPA reserves the right to use only those photos it deems suitable for your website.**)
- Navigations are in appropriate, intuitive order.

Once you have confirmed the above, please inform CPA that the site is ready to go live.

NOTE: A site usually goes live a week or so after notification from site reviewers.