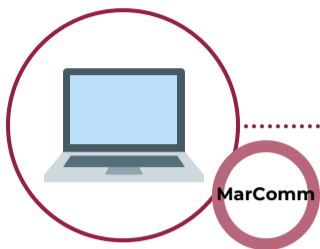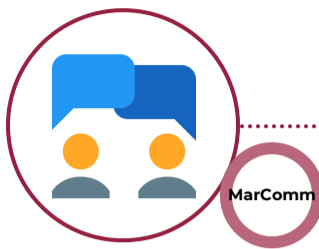# Cascade CMS Process Flow

NMSU's new content management system "Cascade CMS" is a web-based platform designed to enable non-technical users to easily access and publish websites at NMSU

Migration Timeline: The target date for migration of the public-facing selected sites is July 2020. The NMSU community will be notified of migration timelines and training opportunities for website administrators throughout this process

MarComm

1 Request Cascade Site

End User fills out Cascade CMS Site Request at https://webcomm.nmsu.edu /cascade-cms-site-request/

MarComm

2 Contact End User

Contact End User to confirm migration details & user access levels

Add Site Migration to Cascade Planner (in MS Teams)

Assign Lead Developers to create Cascade Sandbox Site (following ICT Naming Conventions)
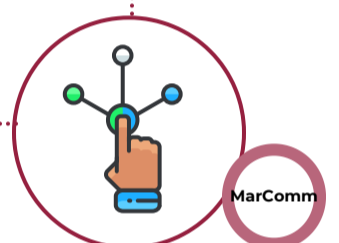
Submit Cascade User Request at ICT https://systems.nmsu.edu/cascade-user-creation-request/

Assigns Cascade Users to site

Create SiteImprove account for end user (if they don't have one already)

4 Training

End User Training

MarComm

3 Identify-Migrate-Confirm

Identifying WP only content for discussions

Migrate Sites

Confirm GTM and Analytics

After site is complete, Multimedia Specialist confirms with End User and provides training details

MarComm

5 Cascade CMS Go Live Request

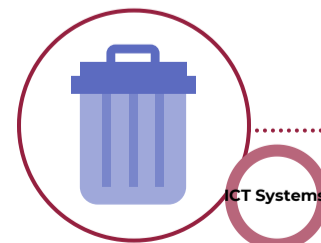If End User is ready for site to go live. Submit Site GoLive Request at https://webcomm.nmsu.edu/casca de-cms-go-live-request/

MarComm

6 Confirm

If "Inside NMSU site is selected" forward request to ICT Systems

ICT Systems

ICT Systems will take care of additional migration steps and process

Submit Publish (Transports): https://systems.nmsu.ed u/cascade-transports-request/

Confirm with End User when site is published.

Confirm with ICT to archive/delete old site

ICT Systems

7 Delete Old Site

ICT Systems Deletes old WP site