Sitecore Training and Fundamentals

State Agency Community Newsletter

Welcome to the **State Agency Community Newsletter** on Sitecore Training and Fundamentals. You are receiving this newsletter because you have completed a Sitecore Training course. Each quarter, you will receive a **State Agency Community Newsletter** including Sitecore updates, featured articles, hot topics, FAQs, and more.

This information can also be found on the [Sitecore Training and Fundamentals Website](#)

Update: Latest Sitecore Enhancements
The latest Sitecore enhancements released on May 10th include:
- System Admins can publish only within their Agency directory.
- Content Authors can publish their Agency's Media Library items, if requested.
- System Admins can unlock or "check-in" all pages and files within their Agency.
- System Admins can delete a page or file and the removal will automatically publish.
- Page version count will be limited to the most recent 15 versions.
- Media Library items will display the appropriate file type icon next to file names.

Feature: Benefits of Internal Sitecore Linking vs. External Linking
When you want to create a link that goes to another source within your Agency website or another Agency within Sitecore, use the Internal Sitecore Link:
- Allows you to hyperlink to any page, Agency topic, dynamic list, or document file that exists within Sitecore.
- If the page you have linked to is moved or renamed, your hyperlink will still work.
- If the page you have linked to is deleted, the individual deleting the page can batch replace or remove your hyperlink from the page. This help keeps the website from having broken links.

    o Learn how to [Hyperlink to an Internal Sitecore Page](#)
    o Learn how to [Hyperlink to an External Website](#)

Hot Topic: Security Policy Reminder: Passwords expire every 90 days!
Sitecore passwords expire every 90 days. If your password does not change within that time, you will receive daily emails containing password reset reminders, beginning 14 days prior to the expiration date.

- Learn how to [Change Your Password](#)

Support: Frequently Asked Questions
- **How do I add Alt Text to my images?**
  Adding Alt Text (Alternate Text) to an image is a requirement for complying with Section 508 of the Rehabilitation Act. Alt Text provides alternative information to those who cannot view the image, including those using a screen reader, those with slow connectivity, and search engine robots.

    o Refresh your knowledge on [Adding Alt Text to an Image](#)
    o Learn more about [Accessibility Compliance](#)

- **What happens if I am unable to access my Sitecore Account?**
  If you have attempted to log into Sitecore multiple times with no success, your account may be locked. To unlock your account, contact the CI Support team at CTI_passwordhelp@egov.com

- **How do I replace a document with an updated one?**
  Following these steps to overwrite your document file, it will upload the new document file and replace the old file with the new one, regardless of whether or not the file name is the same.

See more FAQs