Sitecore Training and Fundamentals

State Agency Community Newsletter

Quarterly Issue: September 2019

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. The quarterly **State Agency Community Newsletter** includes Sitecore updates, featured articles, hot topics, FAQs, and more.

This information can also be found on the Sitecore Training and Fundamentals Website.

Update: Nine new agencies launched in Sitecore and fifteen more to come!

In June, July, and August of 2019, nine additional agencies launched their new website on the Sitecore content management system. If your agency website contains hyperlinks to pages or files on any of these newly-launched websites, the recommendation is to update those hyperlinks to the new page or file using the Internal Sitecore link.

- Department of Transportation (DOT)
- Department of Agriculture (DoAg)
- Connecticut Military Department (MIL)
- GreenerGovCT
- State Elections Enforcement Commission (SEEC)
- Office of the Chief Medical Examiner (OCME)
- Freedom of Information Commission (FOI)
- Department of Motor Vehicles (DMV)
- Teachers' Retirement Board (TRB)

The following 15 Agency Websites are in the process of migrating into the new Sitecore system and are targeting to launch their new websites in Fall 2019.

1. Department of Mental Health and Addiction Services (DMHAS)
2. Connecticut Council on Developmental Disabilities (CTCDD)
3. Office of Military Affairs (OMA)
4. HUSKY Healthcare
5. Office of Consumer Counsel (OCC)
6. Workers' Compensation Commission (WCC)
7. Broadband Mapping Program
8. Psychiatric Security Review Board (PSRB)
9. Office of State Ethics
10. Office of the Victim Advocate
11. Office of the Child Avocate
12. State Contracting Standards Board
13. Judicial Review Council
14. Judicial Selection Commission
15. Board of Firearms Permit Examiners

Visit the **Sitecore Training and Fundamentals website** to see a full list of agencies in Sitecore.

Hot Topic: Sitecore 9.1 Upgrade in the Works

The Sitecore 9.1 upgrade is still on track. Tentative release is set for first quarter 2020. As a reminder, this upgrade will have no impact on Content Authors, Approvers, or System Administrators, meaning the design and functionality will remain the same as you experience today.

Feature: Learning the Workbox

Want to see a complete view of all your pages you are actively working on or need to approve? The Workbox is a module where you can see a listing of all of your pages currently in Draft or waiting for Approval. From the Workbox, you can:

- Approve/Reject a Single Page
- Approve/Reject Multiple Pages
- Approve/Reject All Pages

Learn more about the Workbox.

Support: Frequently Asked Questions

- **What do I do if I forgot my password?**
  If you forgot your password, please use the "Forgot Password" button on the Sitecore login page. (see step-by-step instructions on forgot password)

  Passwords expire every 90 days and can be reset through the link in the password expiration alert emails, OR via the "Forgot Password" button on the Sitecore login page. When setting a new password, make sure to follow the password policy closely. **Note:** Passwords cannot contain any full words, and you cannot re-use any previous passwords. If logging in for the first time by copying/pasting your temporary password from our email, make sure to remove any extra spaces. (See step-by-step instructions on changing your password)

- **Why does my formatting not show up correctly when I pasted in my content?**
  Most content entered or pasted into the Rich Text Editor inherits a Sitecore stylesheet. Copying and pasting content from other sources such as Word, PowerPoint, Excel, or other software is not recommended and may not always come over accurately or cleanly. The best option is to use the Rich Text Editor to apply any styling to your content.

See more FAQs

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