

MEMO

TO: Agency CIOs & IT Managers, Agency Portal Managers & Agency Press Secretaries 
FROM: Tony Encinias, Acting Deputy Secretary for Information Technology
DATE: January 10, 2011
RE: Required website changes for upcoming Administration transition

The Corbett transition team has provided guidance regarding changes that must be made to commonwealth websites on Inauguration Day. All changes are to occur between **11:00 am and 12:01 pm (noon) on Tuesday, January 18th**. Despite the fact that the downtown offices will be closed, agencies will need to make appropriate staffing plans to implement these changes.

Enterprise Level Websites

The Enterprise Portal team will be making changes to the following sites to remove references to the current administration and refresh with information provided by the Corbett transition team. Agencies that link to pages on these sites will not need to modify their URLs.

- Pennsylvania - www.pa.gov
- Governor - www.governor.state.pa.us
- First Lady - www.firstlady.state.pa.us
- Lieutenant Governor - www.ltgovernor.state.pa.us
- Governor's Residence - www.residence.pa.gov
- Property Tax Relief - www.PaPropertyTaxRelief.com

Agency Level Websites

Agencies will be responsible for making changes to their websites in accordance with the guidance listed below:

- All statements regarding who is the current governor should be updated to "Tom Corbett."
 - References to or links to Governor's initiatives can remain so long as name references to Governor Rendell are removed.
 - References to the governor in Web copy should be removed, whenever possible.
 - Agency news releases that are stored on agency servers should be removed from existing websites and archived onto a CD. These CDs are to be forwarded to the Enterprise Portal Team within OA/OIT (Attention
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Mark Rogers). The Enterprise Portal will ensure that the materials are archived with PHMC.

- Agency news releases that are stored on governor's office servers will be archived by the Enterprise Portal Team.
- Any graphics or images of the governor or other high-ranking officials who will not be part of the new administration must be removed.
- Further instruction will be provided for how to handle references to existing Agency heads or Secretaries.

Any questions on content not already covered by this memo should be addressed to Rosa Lara, OIT Director of Services & Solutions, rlara@state.pa.us.

Guidance for Agency Portal Managers

Agency Portal Managers should use the following guidelines as they make the changes referenced above:

- No content or objects should be permanently deleted without the approval of the business owners.
- If communities and/or pages need to be removed, do so by removing the "Everyone" security group in order to restrict access.
- If portlets need to be removed, do so by removing the "Everyone" security group & removing the portlet from the page.
- Publisher content can be updated since Publisher will retain prior versions of the modified content.
- No DNS mapping will be changed. Each URL will continue to point to the Enterprise Portal community to which it is assigned. In the event security is removed, the portal will require authorization to access the content. For example, if an agency has a link to the Governor's website, the link will continue to resolve to the Governor's Enterprise Portal Community.

Name Changes

Update references to the governor's name following these examples:

EXAMPLE 1 - Agency Header portlet with governor's name:



Note that the link in this example will continue to point to the Governor's landing page, which the Enterprise Portal team will be modifying.

EXAMPLE 2 - Header graphic with governor's name:



EXAMPLE 3 - Leadership portlet with governor's name:**EXAMPLE 4 – Reference to governor in Web copy****11/24/2010**Member Update:*Governor Signs Pension Reform Legislation*

On November 23, 2010, Governor Rendell signed HB 2497 into law as Act 120. This legislation preserves all the benefits now in place for all current members but mandates a number of benefit reductions for future members effective January 1, 2011...

Revised Web Copy**11/24/2010**Member Update:*Governor Signs Pension Reform Legislation*

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Agency Press Offices and Portal Managers should work together to identify all content which will need to change in accordance to the guidelines provided above.

Technical questions on how to implement changes should be directed to Mark Rogers, Enterprise Portal Manager at 717.214.6606 or marogers@state.pa.us.