

# Website Options

## Step 1 Do you want to **keep** your website?

**No** I want my website to go away.

**Action:** Do nothing. Your site will go to read only on March 1, 2020 and go offline later this year. ■

**Yes** I want to keep/modernize my website.

**Action:** Go to **Step 2.** ►

## Step 2 Decide what **kind of website** you want.

Feature	Simple Site	Advanced	Full Scale Site
People Profile	✓	✓	✓
Pages		✓	✓
Menu		✓	✓
Site Access		✓	✓
Projects			✓
People Directory			✓
Custom Homepage			✓
Blog			Optional

**Choose Simple** if you just need a digital CV, you only need a single page to showcase the essentials, and want to keep website maintenance to a minimum

**Choose Advanced** if you work independently (no lab full of grad students), you need multiple pages to showcase your work, and plan to update your site regularly.

**Choose Full Scale** if you have multiple people working in your lab, you need additional features like projects or a people directory, and if you want to build a customized homepage.

**Action:** Select the kind of website that you want to create. Go to **Step 3.** ►

# Website Options continued

## Step 3 Create the website.

1. Go to <https://sites.iastate.edu> and click the green Log In button.
2. Click the Manage my Sites button and then the green Create new site button.
3. Choose the kind of website you decided on in step 2, above.
4. **► REALLY IMPORTANT STEP ►** Watch for an email that says your site is created and click on the login link in the email to initialize your site.

Action: Go to **Step 4.** ►

## Step 4 Decide if you want content copied from the old site.

- Option 1:** I will not copy content; I am starting a new site from scratch because my old one is too outdated. ■
- Option 2a:** I will copy content myself. I will use tutorials at <https://help.sites.iastate.edu> if I need them. ■
- Option 2b:** I will copy content myself. I would like training. ■
- Option 3:** I would like a student employee to copy content for me. ■