COUNCIL ON ENVIRONMENTAL QUALITY

USING TEMPLATES TO DEVELOP NOTICES FOR THE ENVIRONMENTAL MONITOR
SITECORE EDITION

(new log in procedure related to Sitecore Upgrade of 6/6/2020)

(New Cancellation Notice for projects cancelled for Non-CEPA reasons – 6/9/2020)

(Instructions on how to reset your password if it expires – 6/8/2021)

(Change to a web link and revised contacts – 8-9-2022)

(Update slides, add details on adding files to Media Library -6/12/2023)

(Added information about agency specific ECD 6/11/2024)

Why Publish in the Environmental Monitor? CEPA + RCSA

Sec. 22a-1a-5.	(b) Adoption and amendment of agency-specific **environmental classification documents**.
Sec. 22a-1a-6.	(e) **Public scoping notice**, or (f) **Public scoping meeting**.
Sec. 22a-1a-7.	(a) **Post-scoping notice**:
	1) the agency intends to prepare an environmental impact evaluation (EIE), or
	2) **Needs more time** (six months), or
	3) the agency will not prepare an EIE, or although not required the agency has cancelled the project/action.
Sec. 22a-1a-9.	The sponsoring agency shall publish **notice of the availability** of an EIE.
	(c) A separate **notice of public hearing** regarding an EIE.
Sec. 22a-1a-10.	(d) The sponsoring agency shall provide a notice of the **record of decision**.
	(e) The Office of Policy and Management (OPM) shall publish its **determination of adequacy**.
Sec. 4b-47	Sale or transfer of state land or interest in state land by state agency. Notice. Publication.

2

List of Available Templates:

Scoping Notice
Scoping/Post Scoping - Need More Time
Post-Scoping Notice
EIE - Notice of NEW Public Hearing
EIE Notice
Agency's Record of Decision
(Just OPM) OPM Review of the Record of Decision
Land Transfer Notices (Steps I-V)
Cancellation Notice

Agency Specific ECD Notice (NEW)

Same Process for Developing Notices:

1) Navigate to agency folder and notice subfolder;
2) Insert a new blank page;
3) Insert template text into new page;
4) Modify text from template and save changes;
5) Submit notice for publication;
6) CEQ will approve, approve with minor changes or reject;
7) Notice gets published!

4

New log in procedure
as of 6/9/2020:

- Go to the Sitecore Authoring Login: authoring.ct.gov/sitecore/

- Select "State Agency User Login"

- Select or Enter credentials: User Name: first.last@ct.egov.com

- Enter Password: xxxxxxxxx

- Sign In

5
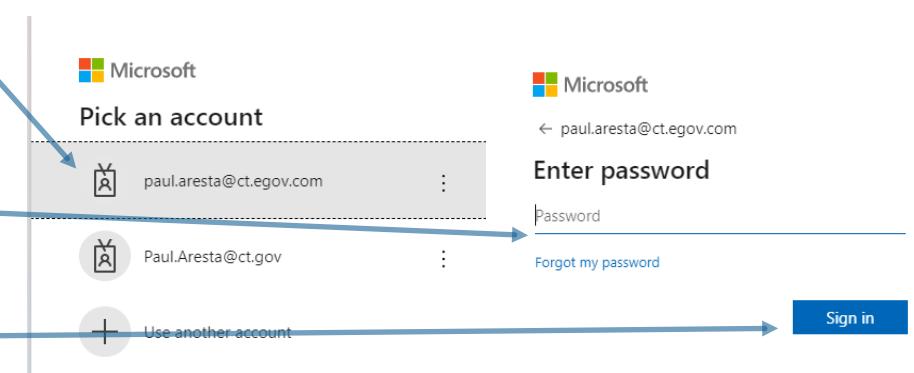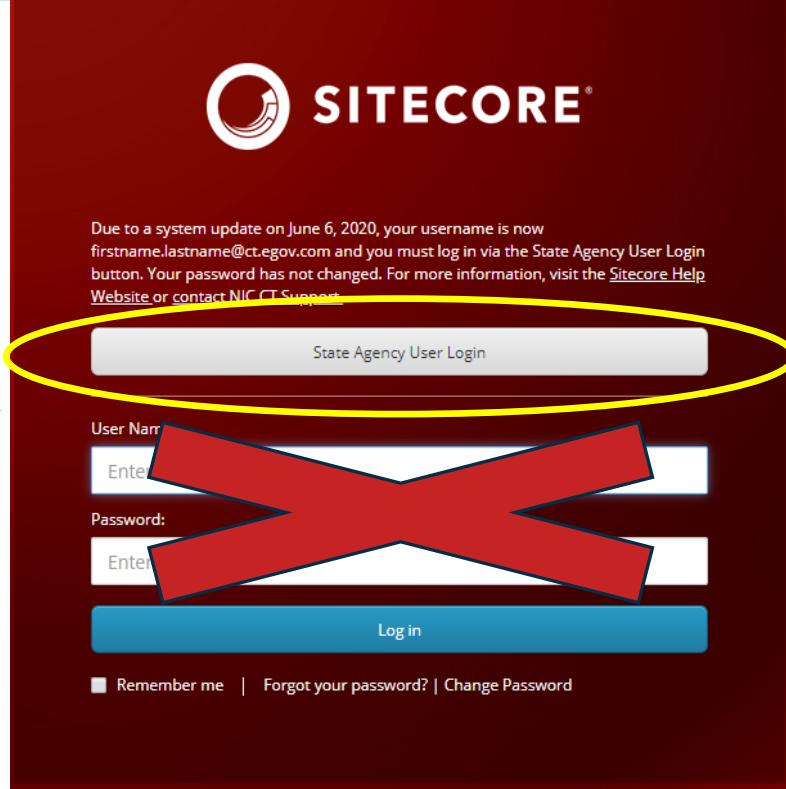
If your password expires
or you forgot your password:

- Select "Forgot your password" at the bottom of the login screen
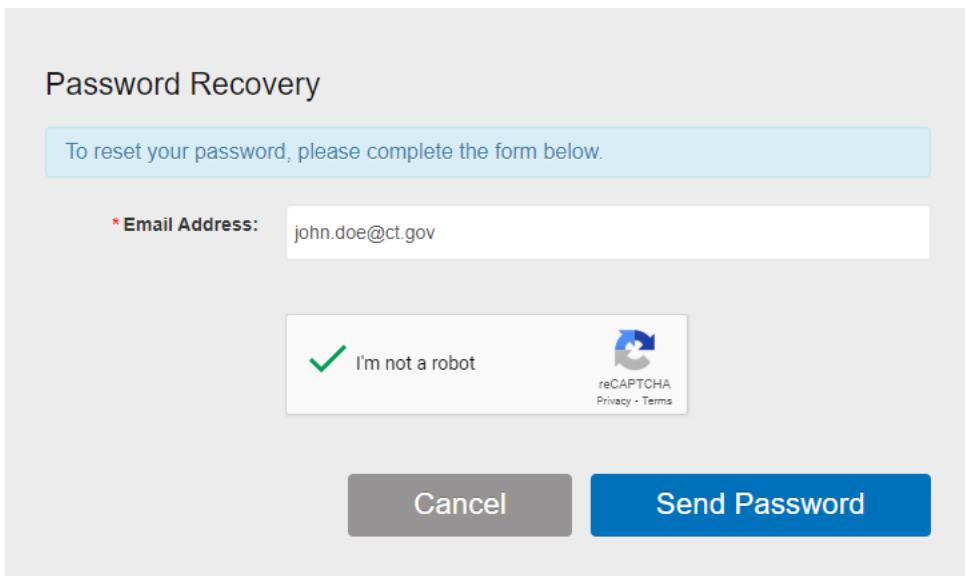
- Enter email address and select "Send Password"

6

If your password expires
or you forgot your password:

- Click on link that is sent to your selected email address

- Enter the new password in both fields

- Select "Reset Password"

- Go back to log in screen and enter user name: first.last@ct.egov.com and new password.

Reset Your Password

Passwords should be created using the following criteria:
- Cannot contain your user name
- Password minimum length of 8
- No dictionary words

In addition any 3 of the following:
- Uppercase characters
- Lowercase characters
- Digits (0 through 9)
- Special characters: ~!@#$%^&*_-+=`|\(){}[]:;'<>,.?/

*New Password:

*Confirm Password:

Reset Password

7

If your password expired
or you forgot your password:

- If you try to log in and get this message, go back to the initial log in screen authoring.ct.gov/Sitecore/ and use "Forgot your password"

- **Do not** select "reset it now" or "forgot my password" from the error message

Microsoft

← paul.aresta@ct.egov.com

Enter password

Your account or password is incorrect. If you don't remember your password, reset it now.

Password

Forgot my password

Sign in

8
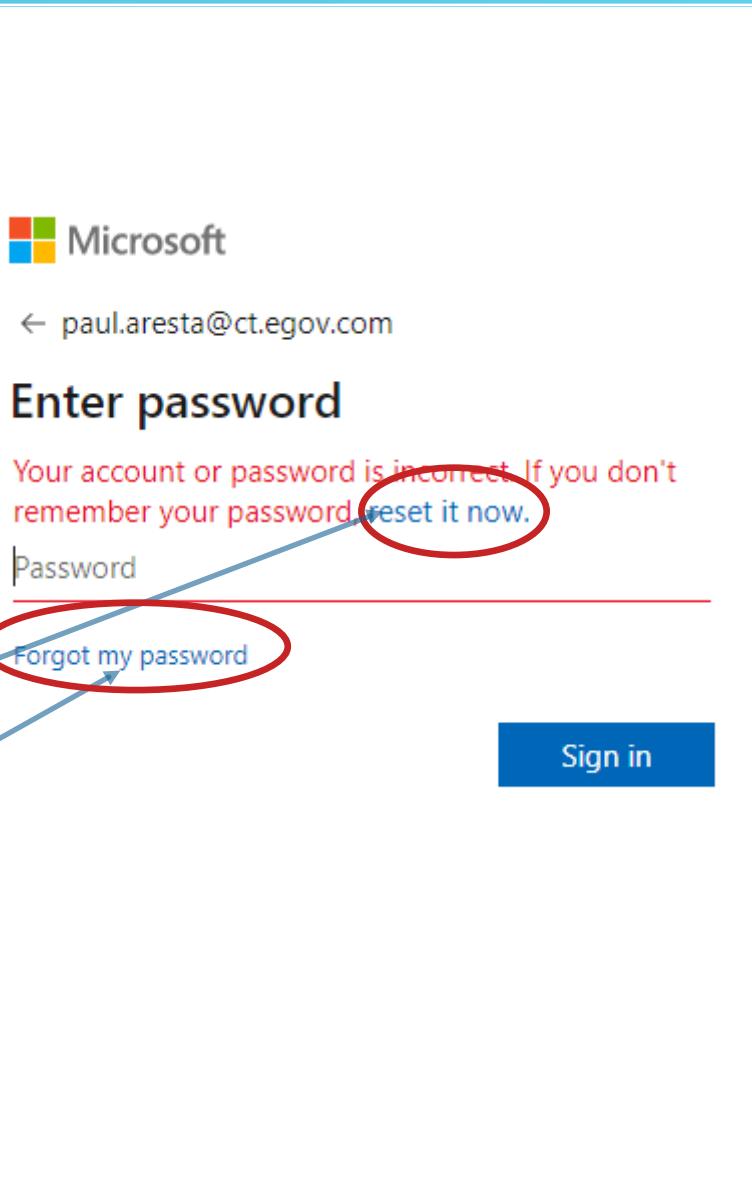
- Experience Editor – edit webpages

- Media Library – upload and store media files (PDF, images, word docs, etc)

- There are at least two ways to upload media files (not webpages) that you might want to link to in the "notice"

Clicking on the table icon will get you back to this screen from wherever you are in Sitecore

9
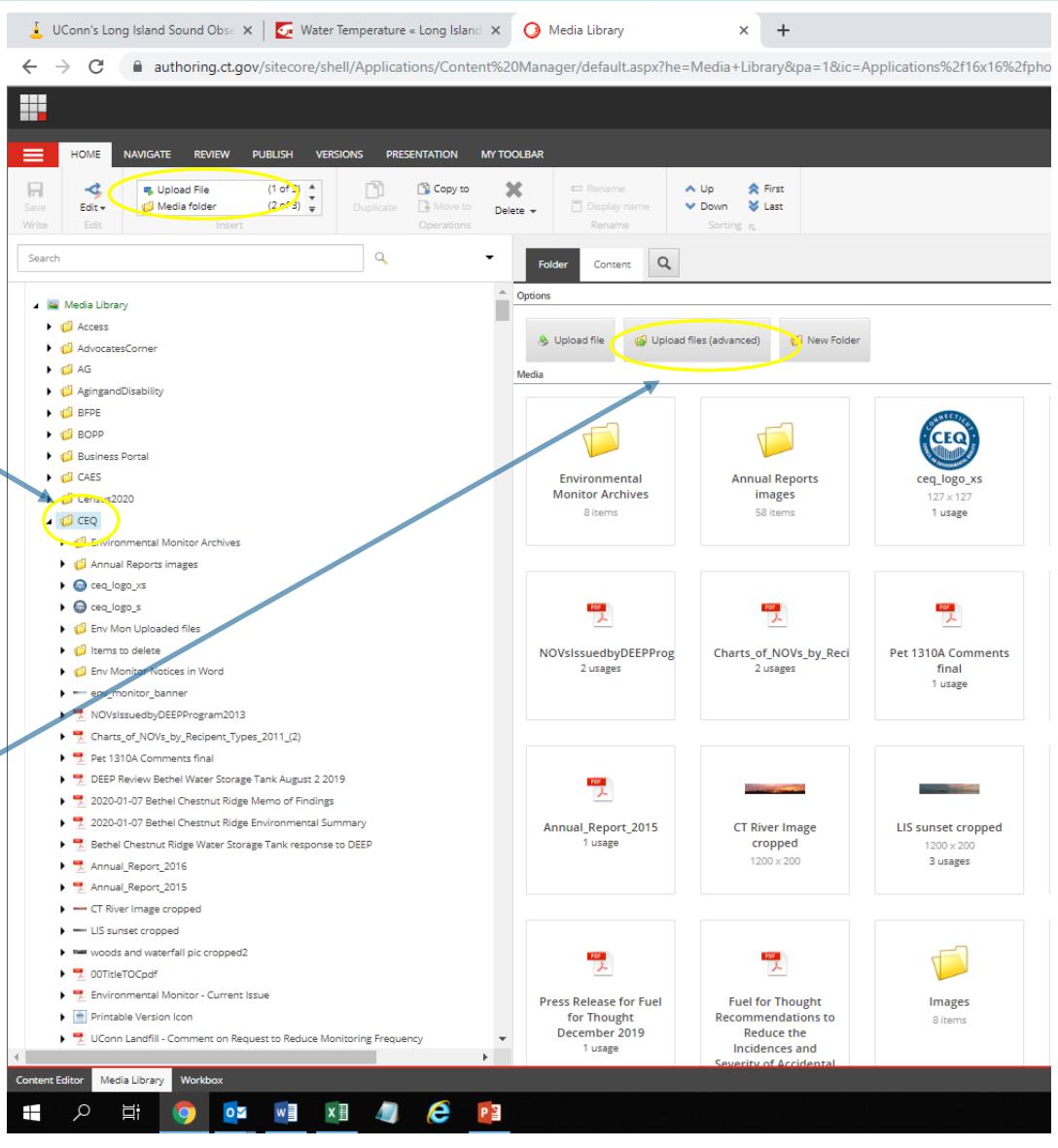
- Select "Choose file"

- Select the files you want to upload from your computer or network drive

- Select "Upload"

11
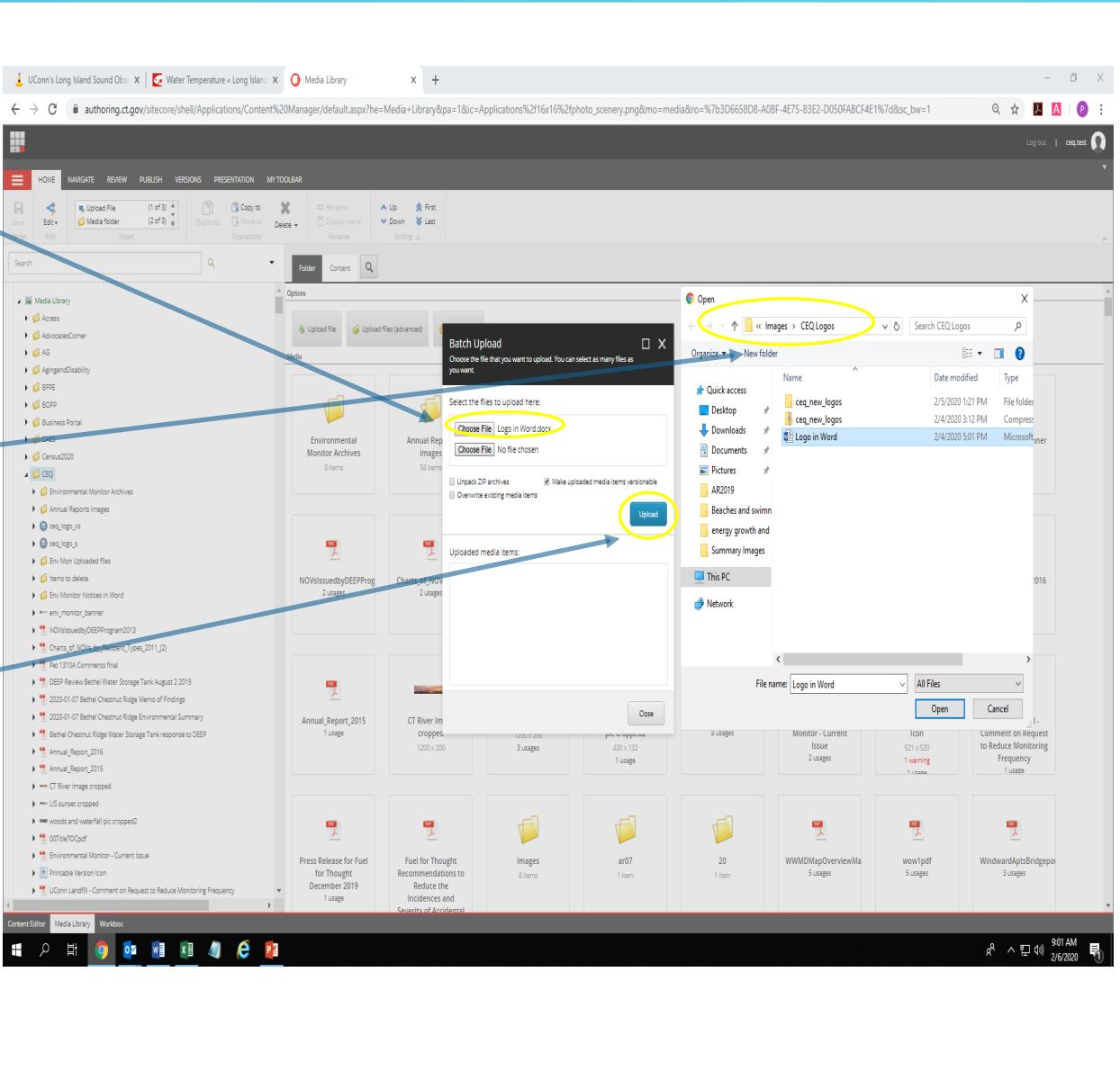
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- Once all files are uploaded, select the table icon to get back to the Experience Editor
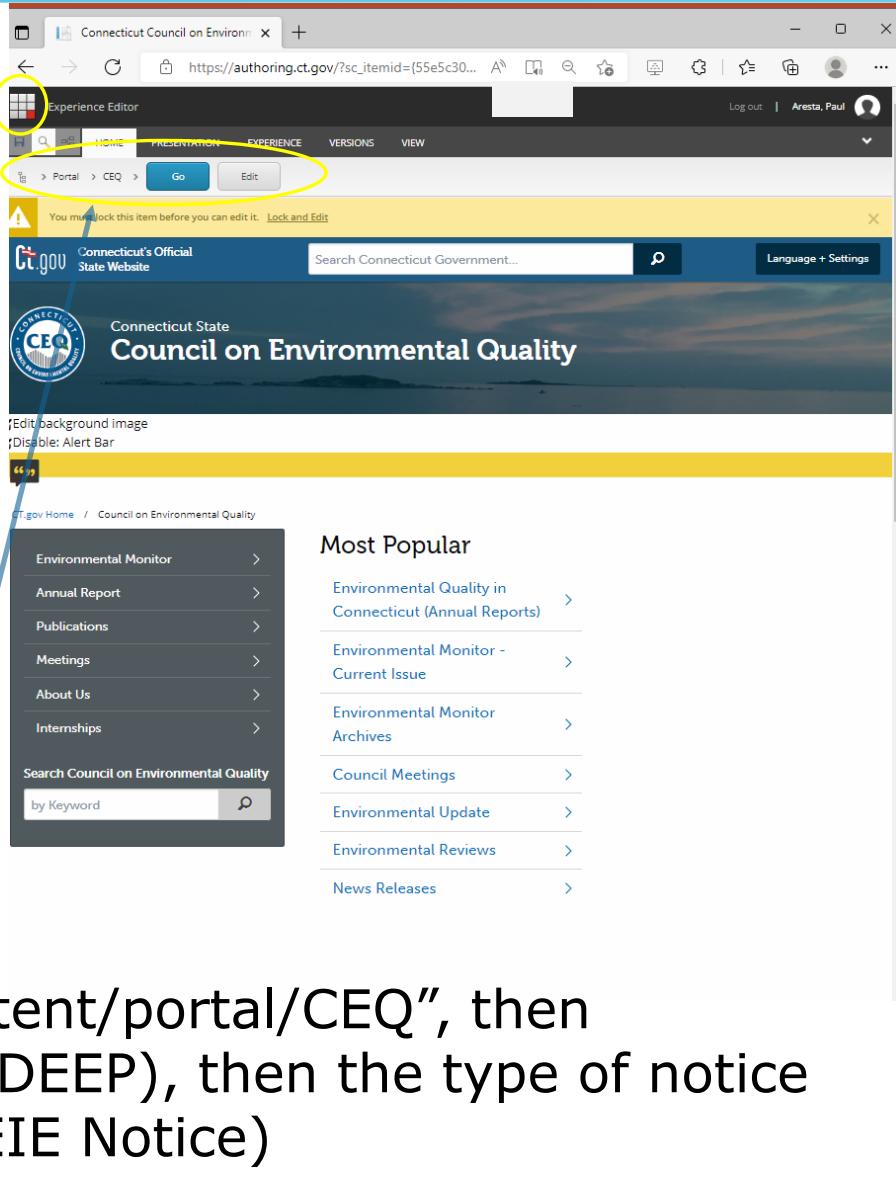
Navigate to:
 "authoring.ct.gov/Sitecore/content/portal/CEQ", then the agency subfolder (ex. DOT, DEEP), then the type of notice subfolder (ex. Scoping Notice, EIE Notice)

- In the Experience Editor, select "VIEW".
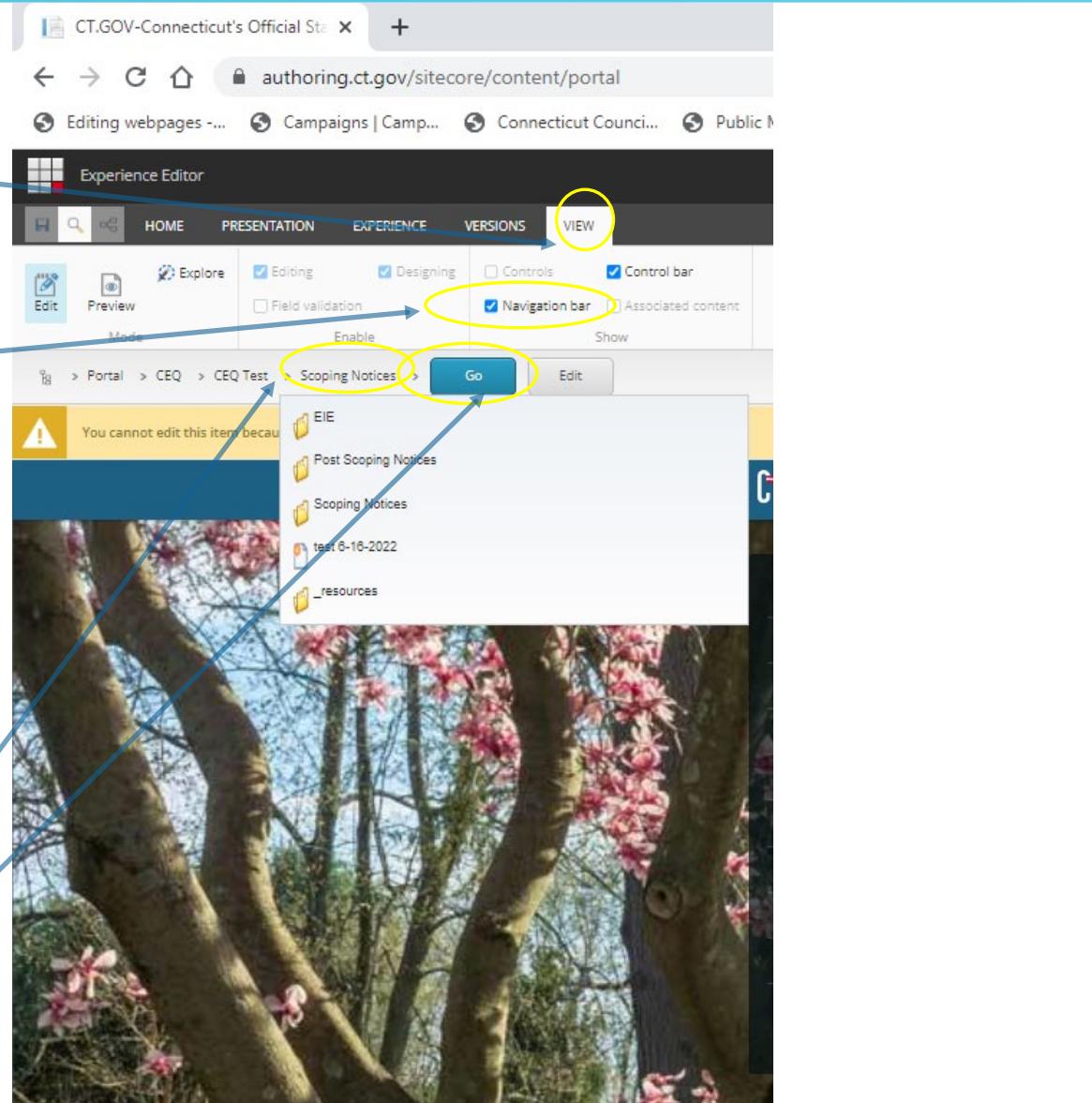
- Check the "Navigation bar" button if not already visible

- Click on ">" to navigate to the state agency subfolder and the proper notice folder type

- Then select "Go"

13

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- Click on the "HOME" tab

- Select "Insert page" from underneath the "HOME" tab

- Click on the "DSF Legacy Page" icon and enter the new name of the file

- Click "OK"
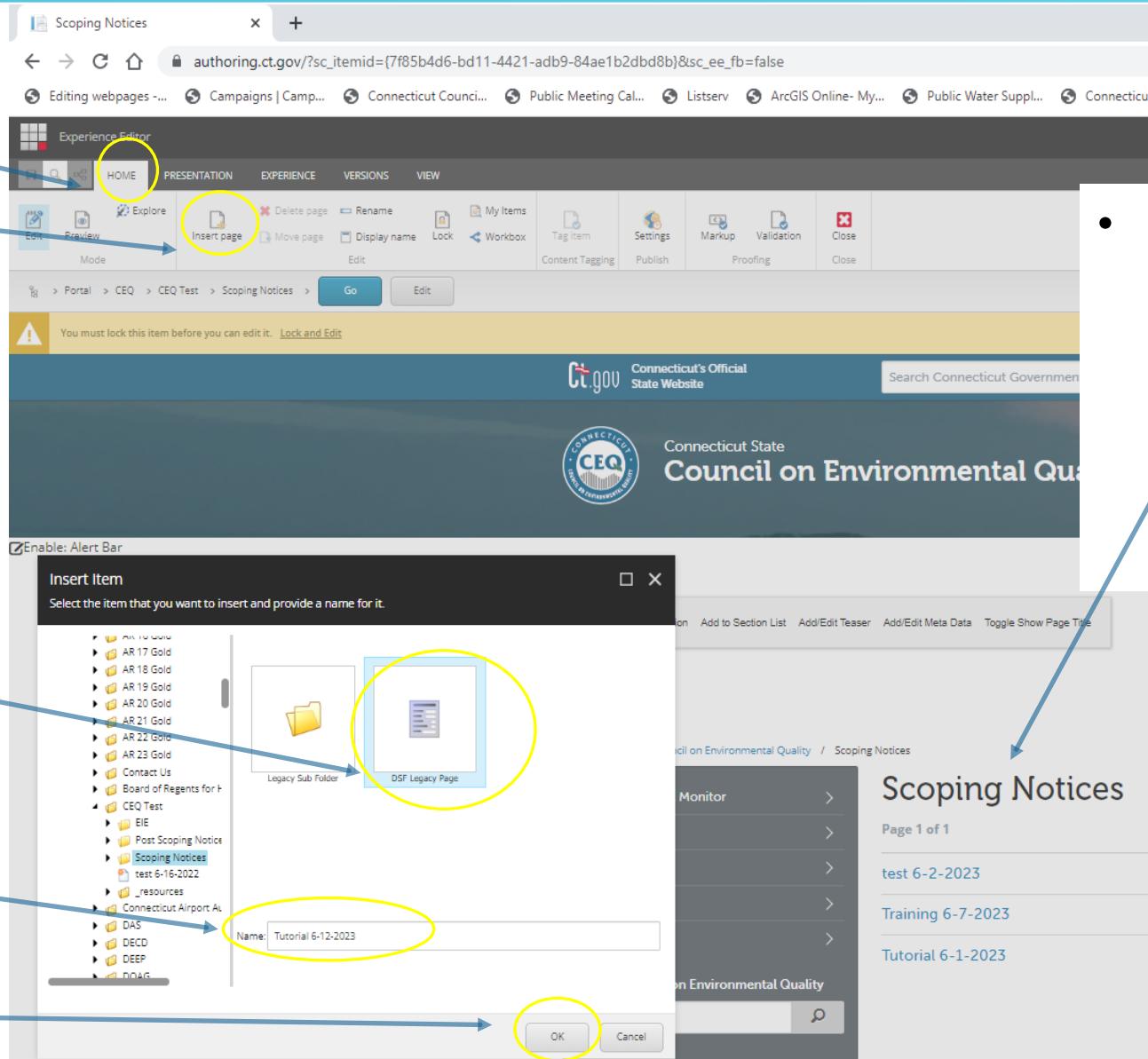
- Note the list of existing notices in the selected folder.

14

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- Click on the "No text in field" box to open the basic editor toolbox

- Select the "edit the text" tool (pencil) to open the "Rich Text Editor" (RTE)

- Remember to save often (at least every 19 minutes!) or your changes won't be saved
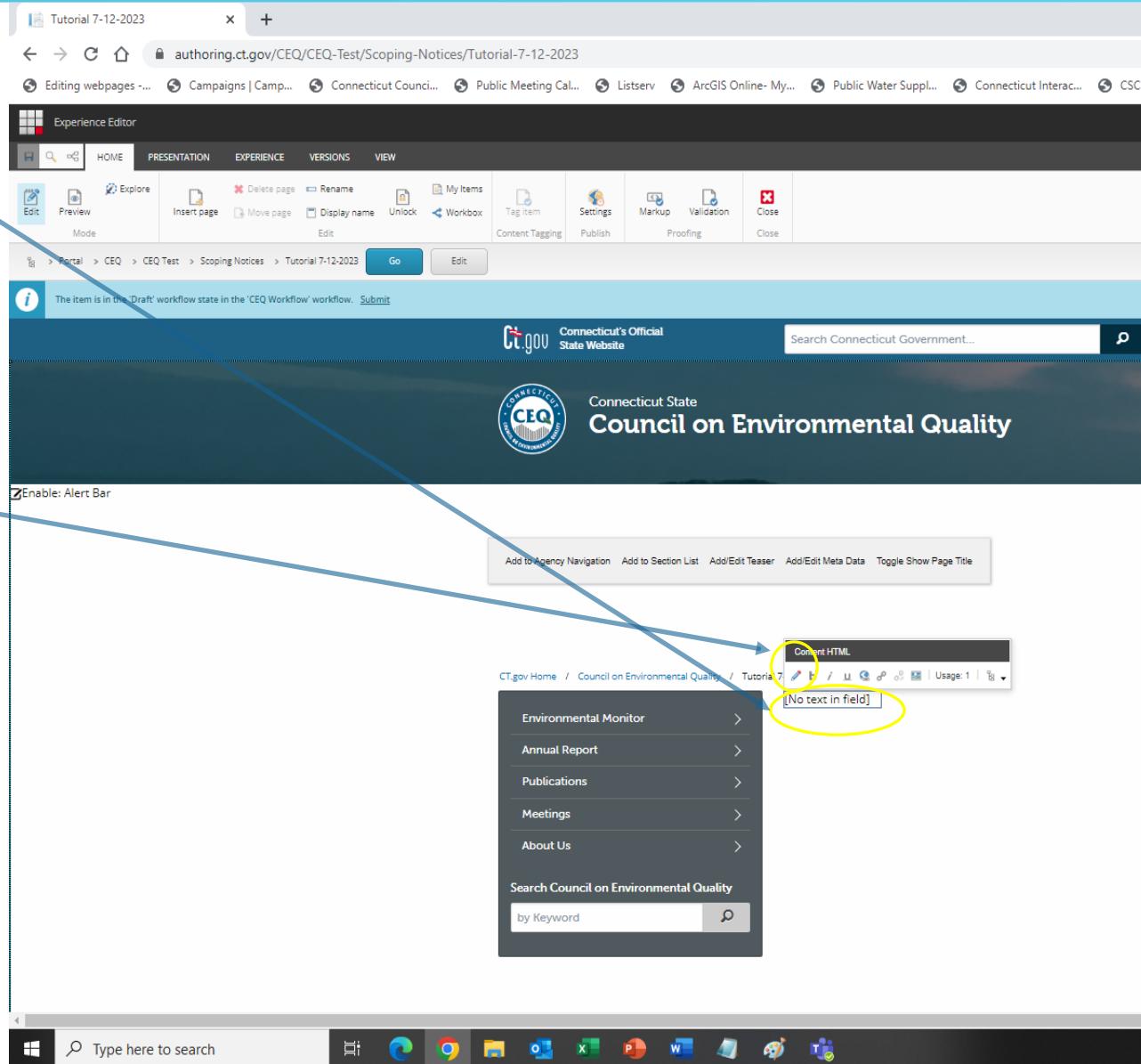
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- In the RTE window, select the "Insert code snippet" button to access the list of templates

- Select the template that you want to edit to create the notice

- In this example, we selected "Scoping Notice". Once you click on the notice, it will insert the text into the RTE

16

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- Use the basic text editor to modify the text or use the "Edit the text" icon (pencil) to access the RTE

- To link some text to a webpage or file, select the text and then click on the "Insert a link…" icon.

17

- The RTE provides more tools to edit the template.

- To link some text to a webpage or file, select the text and then click on the "Insert Sitecore link…" icon.

- The Insert Link dialogue box will open.
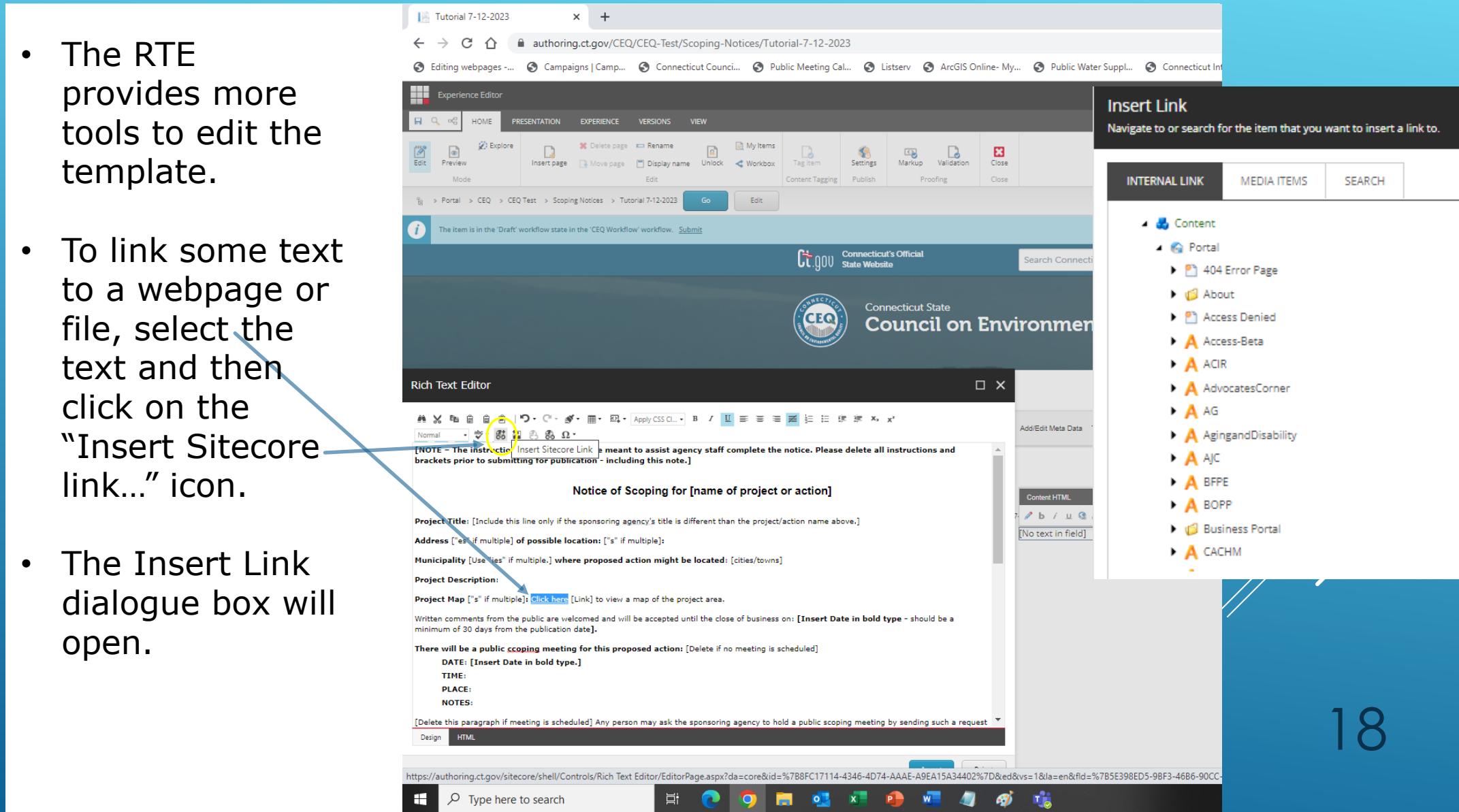
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- In the "Insert Link" dialog box, you can link to existing webpages in "Internal Link" "Content" **OR** other files (images, PDF, word docs, etc) in the "Media Items" tab

- Navigate to the appropriate folder and select the webpage or media item and select "Insert"

19
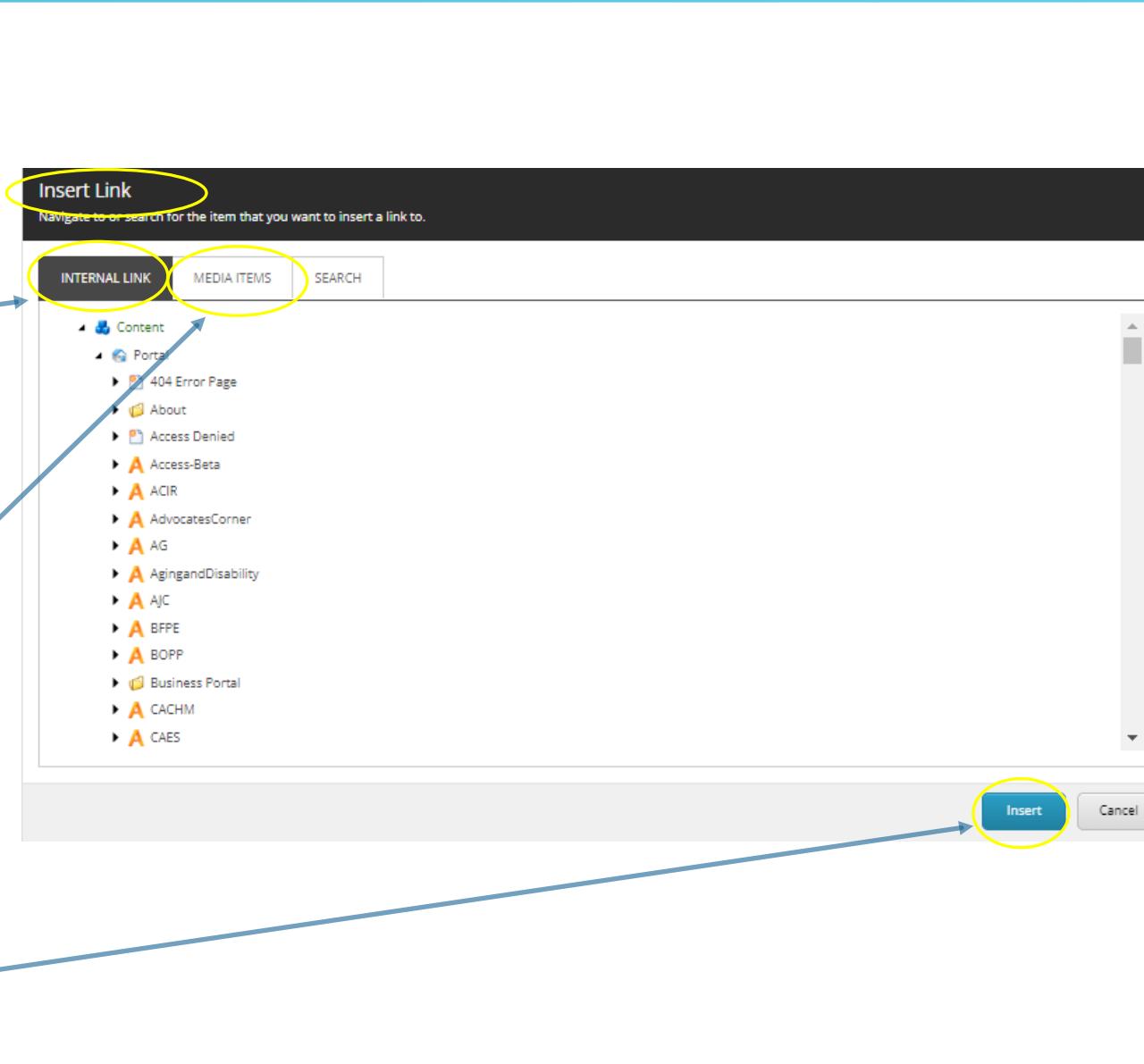
- If the media file has not been uploaded yet, select the folder (example: images) in "Media Items" that will contain the media file, and select "upload"

- After you select "Upload", the "Upload File" dialogue box will appear, select "Choose File".

- Navigate to where the media file exists (network folder, desktop, My Documents, etc.), select the file and select "Open"

- The file will appear in the "Upload File" area, then select "Upload"

21
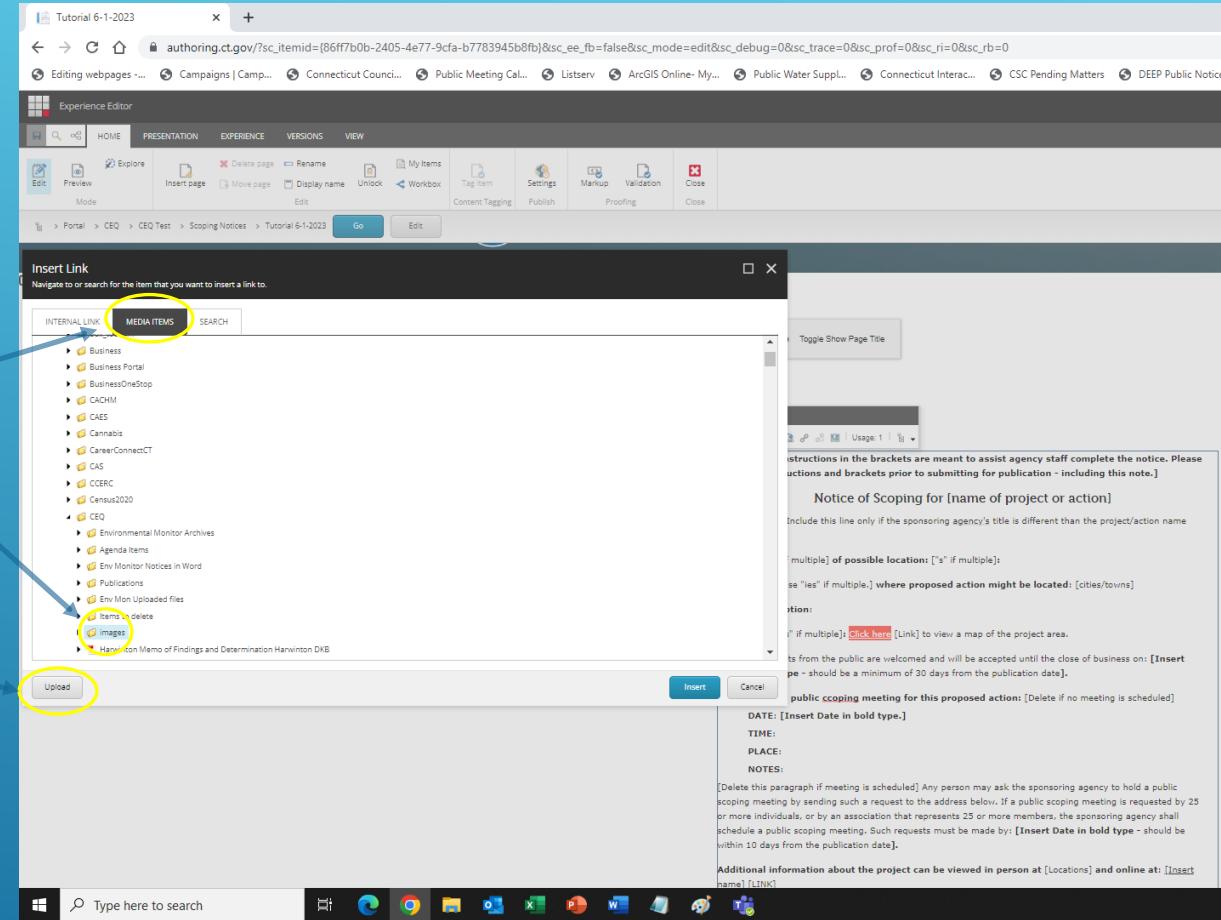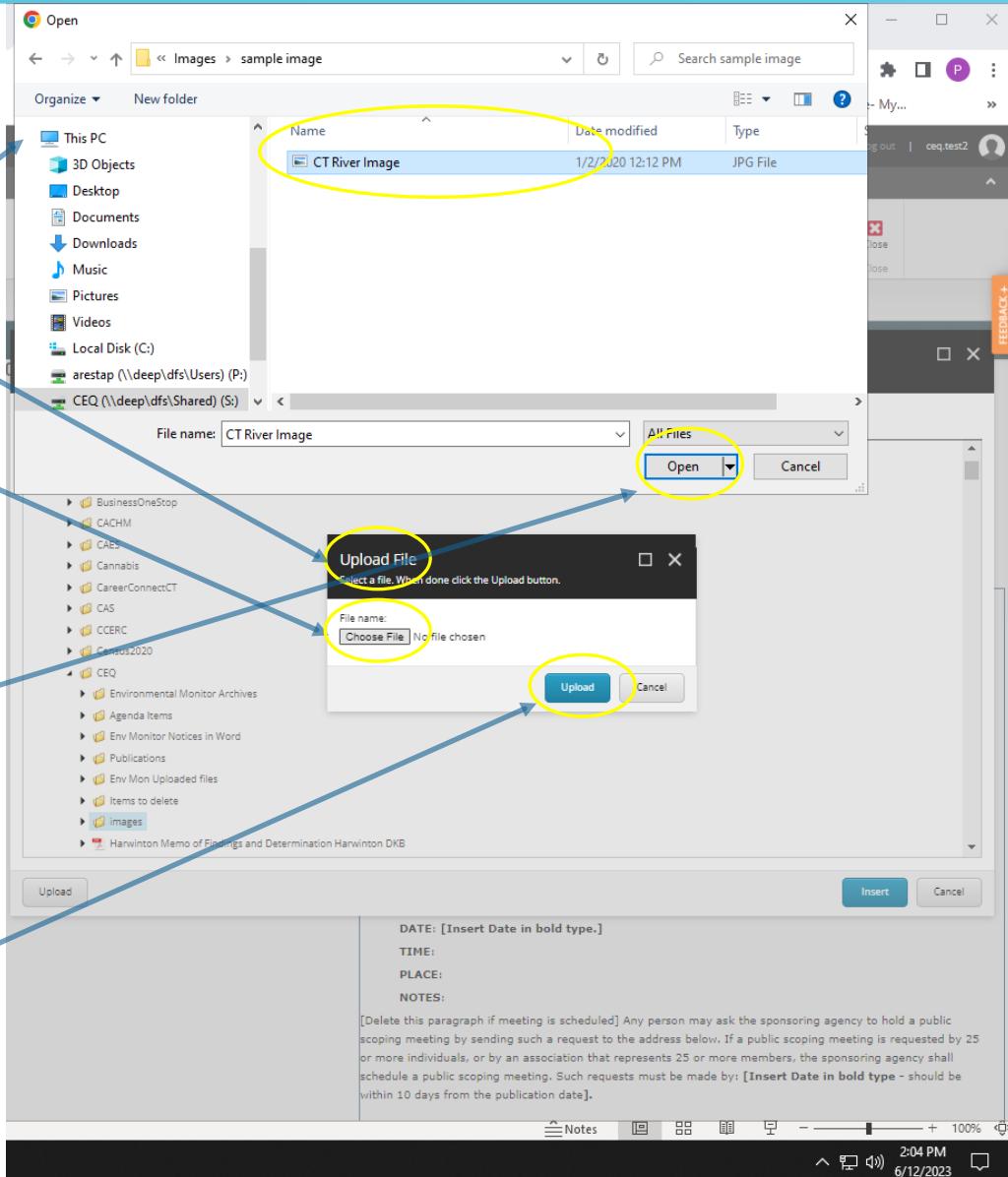
COUNCIL ON ENVIRONMENTAL QUALITY

- After you select "Upload", Close the media file properties box, and select "Insert"

- Note: if you upload an image, you can add an "alternative text" for enhanced accessibility by selecting "Lock and Edit", scroll down the page to the "Alt" area, and enter the text description of the image. Then save and close
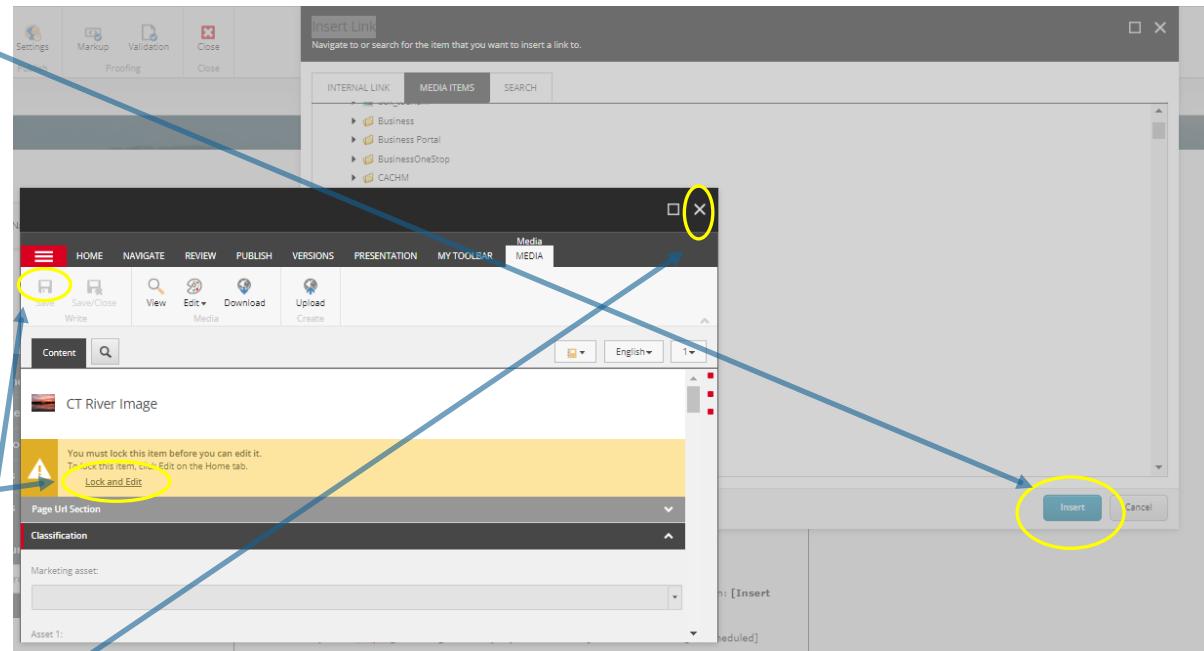
Alternative Link Method for external URLs

- Click on the "edit the text" icon (pencil) to open the RTE

- Select the text or image that will be linked and then select the "Hyperlink Manager" icon for URLs, anchors, and email.
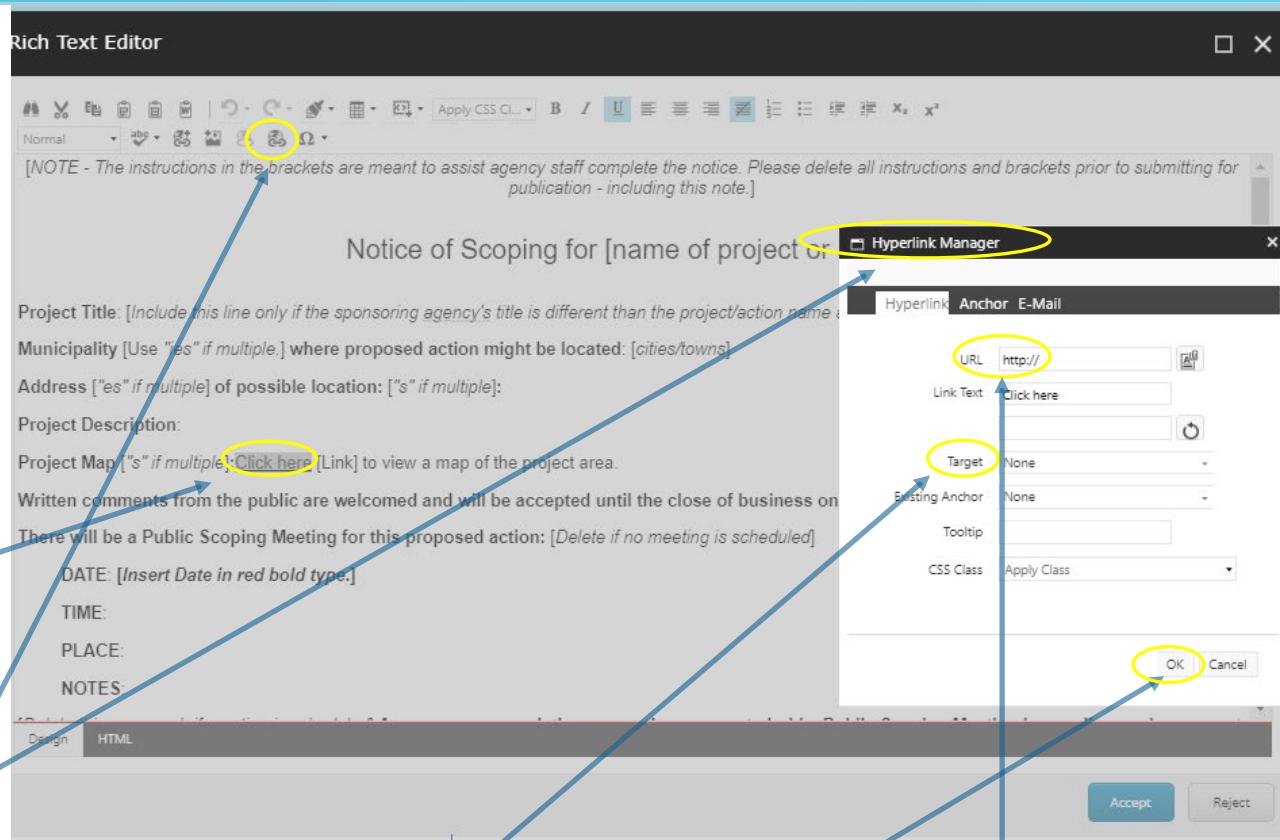
- You would paste a hyperlink into the URL Box

- To have the link open in another window, click on "Target" and select "New Window". When done, click on "OK"

23

COUNCIL ON ENVIRONMENTAL QUALITY

- When done editing, click the save icon.

- Select "Preview" next to the "Edit" button to preview the page as the public will view it.

- Click the "Submit" text to submit for approval, add any notes that you want for the transmittal in the "Comments" section, then click "OK"

- When you submit a notice, the CEQ is notified by email. If the notice is approved for publication, you will be notified by email and the notice will appear in the next publication of the Environmental Monitor if time allows. If not, you will receive an email with suggestions for refinement of the notice. Open the notice, refine it and resubmit.

24
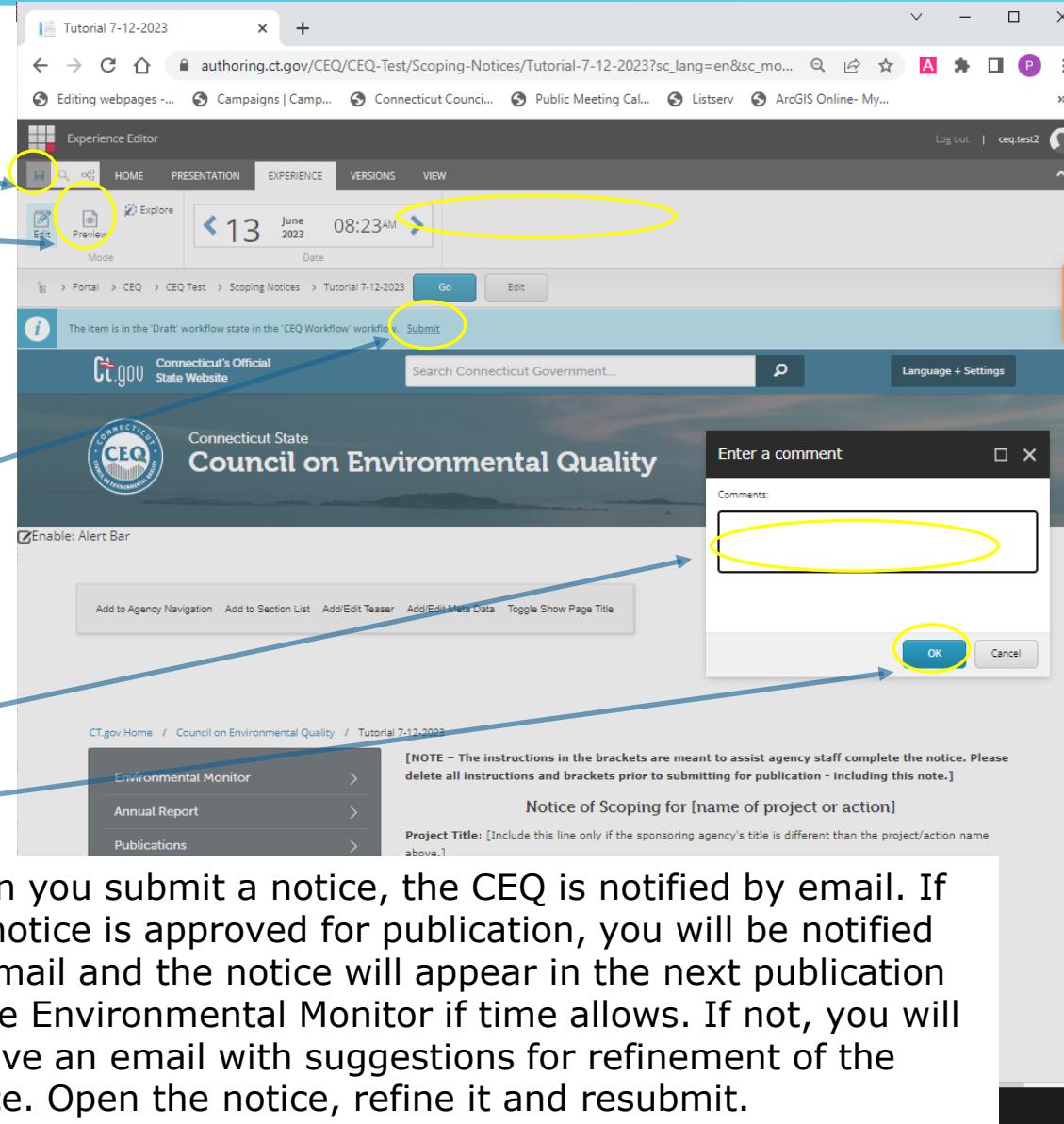
Questions?

Sitecore tutorials: https://portal.ct.gov/Training

Access, Permissions, and Sitecore Questions:

ct-support@tylertech.com

26

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Thank You