

COUNCIL ON ENVIRONMENTAL QUALITY

USING TEMPLATES TO DEVELOP NOTICES FOR THE ENVIRONMENTAL MONITOR **SITECORE EDITION**

Updated 6/10/2020

(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)

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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.

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 – Non-CEPA (new)

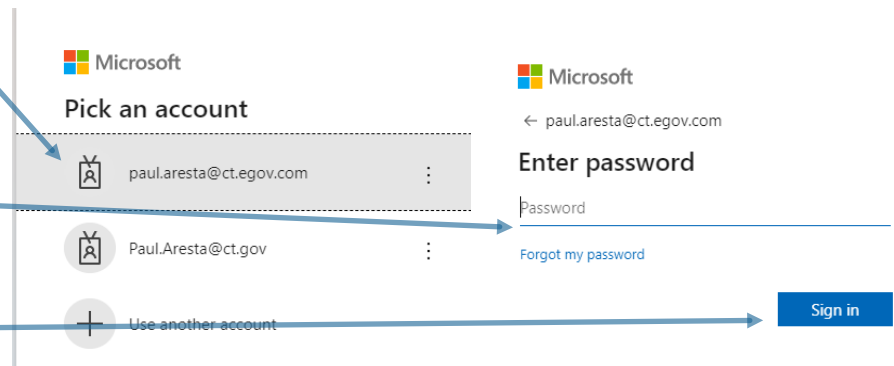
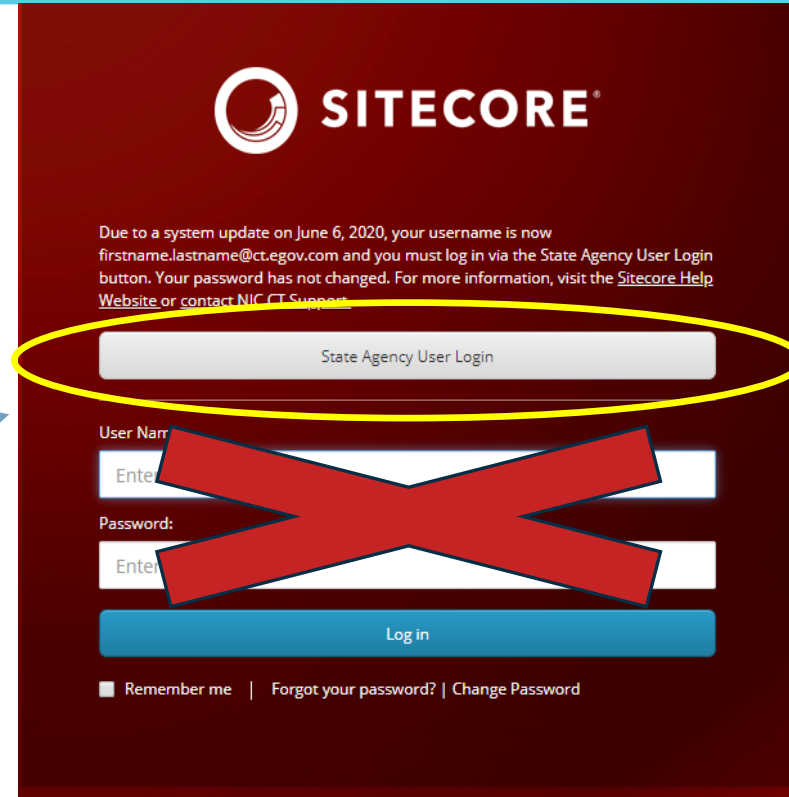
Same Process for Developing Notices:

- 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!

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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: xxxxxxxxxxxx
- Sign In



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If your password expires or you forgot your password:

- Select "Forgot your password" at the bottom of the login screen

SITECORE

Due to a system update on June 6, 2020, your username is now firstname.lastname@ct.gov.com and you must log in via the State Agency User Login button. Your password has not changed. For more information, visit the [Sitecore Help Website](#) or contact [NIC CT Support](#).

State Agency User Login

User Name:
Enter

Password:
Enter


Log in

Remember me **Forgot your password?** [Change Password](#)

Password Recovery

To reset your password, please complete the form below.

* Email Address: john.doe@ct.gov

I'm not a robot  reCAPTCHA
Privacy - Terms

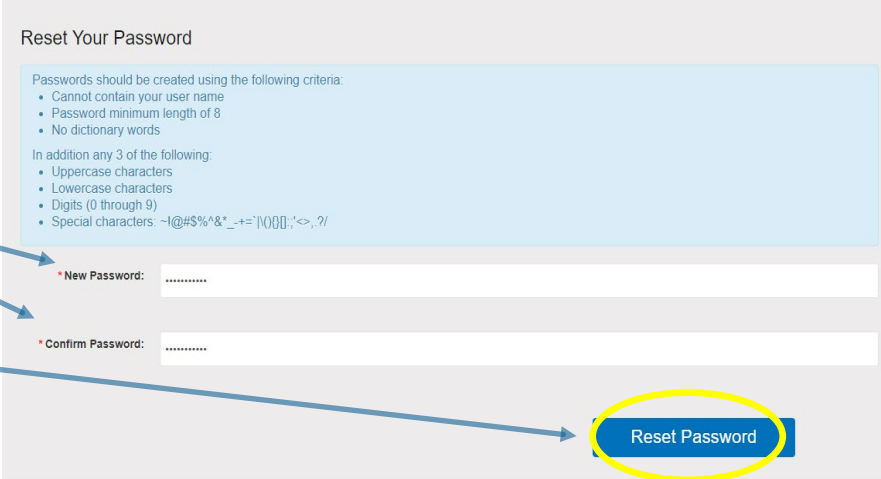
Cancel **Send Password**

- Enter email address and select "Send Password"

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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:

The screenshot shows a 'Reset Your Password' form. It includes a list of password criteria: cannot contain the user name, minimum length of 8, no dictionary words, and must include any 3 of uppercase characters, lowercase characters, digits (0-9), and special characters. Below the criteria are two password input fields labeled '* New Password:' and '* Confirm Password:'. A blue button labeled 'Reset Password' is at the bottom right. Three blue arrows point from the text instructions to the form: one to the 'Reset Password' button, one to the 'New Password' field, and one to the 'Confirm Password' field. The 'Reset Password' button is circled in yellow.

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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.](#)

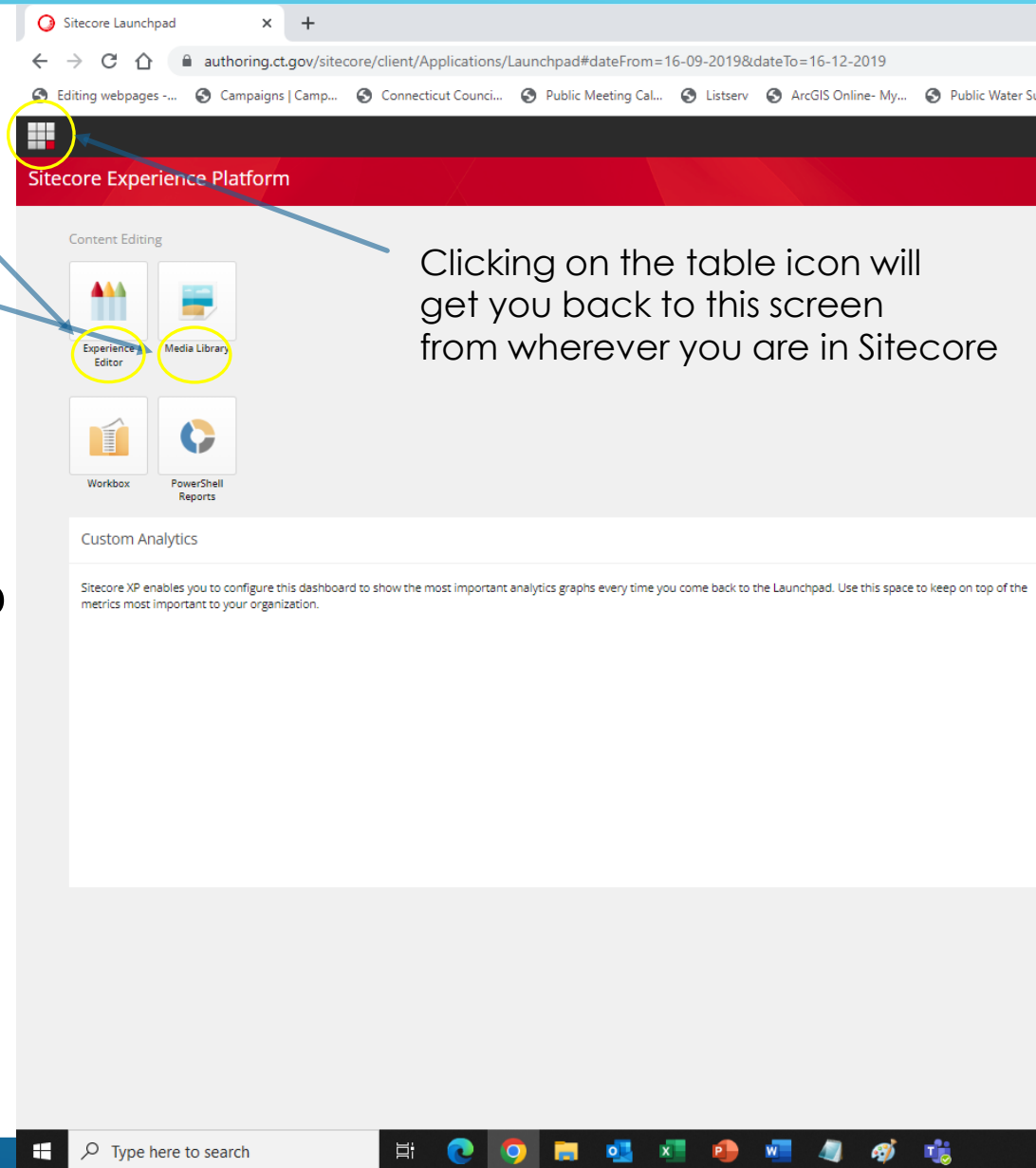
Password

[Forgot my password](#)

Sign in

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- 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”



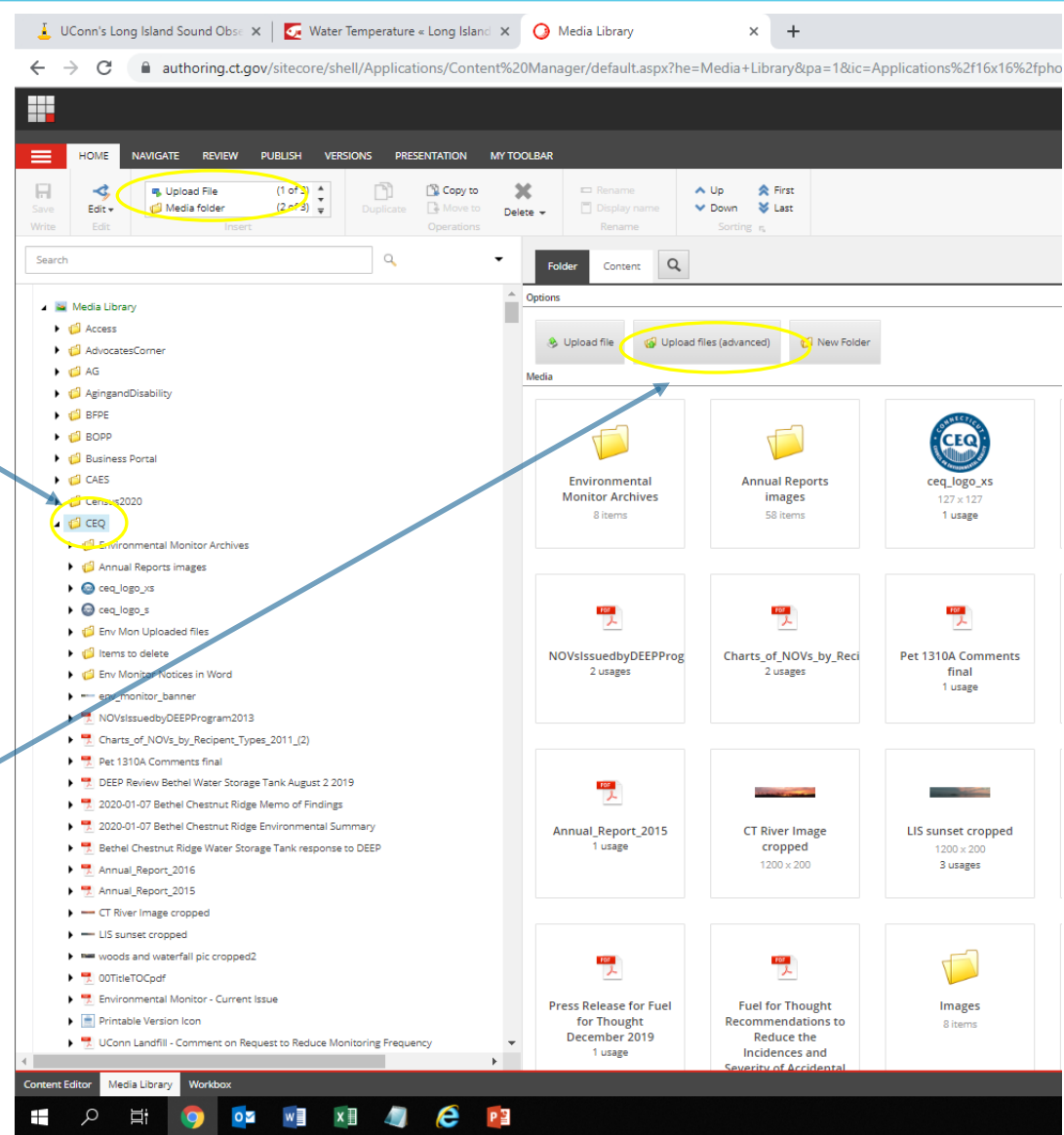
The screenshot shows the Sitecore Launchpad interface. At the top, there is a red header with the text "Sitecore Experience Platform". Below the header, there is a "Content Editing" section with four icons: "Experience Editor", "Media Library", "Workbox", and "PowerShell Reports". The "Experience Editor" and "Media Library" icons are circled in yellow. A blue arrow points from the "Experience Editor" icon to the text "Experience Editor – edit webpages" in the list on the left. Another blue arrow points from the "Media Library" icon to the text "Media Library – upload and store media files (PDF, images, word docs, etc)" in the list on the left. A third blue arrow points from the "table icon" (a grid icon in the top left corner of the interface) to the text "Clicking on the table icon will get you back to this screen from wherever you are in Sitecore". The browser address bar shows the URL "authoring.ct.gov/sitecore/client/Applications/Launchpad#dateFrom=16-09-2019&dateTo=16-12-2019". The Windows taskbar is visible at the bottom of the screen.

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

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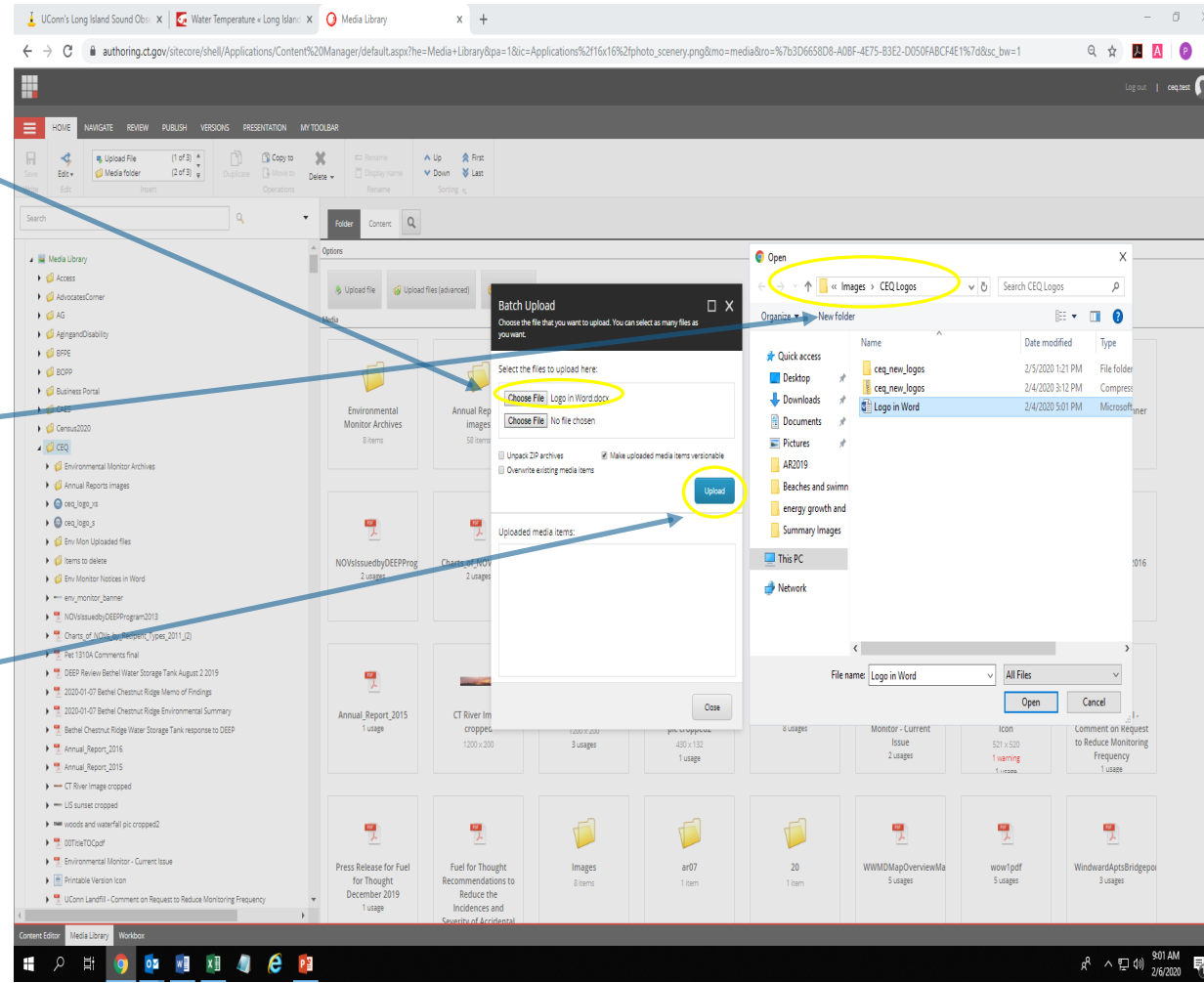
1st way to upload media files:

- Navigate to your agency's folder in Media Library
- Select sub- folder that you want to hold the media files
- Select upload files



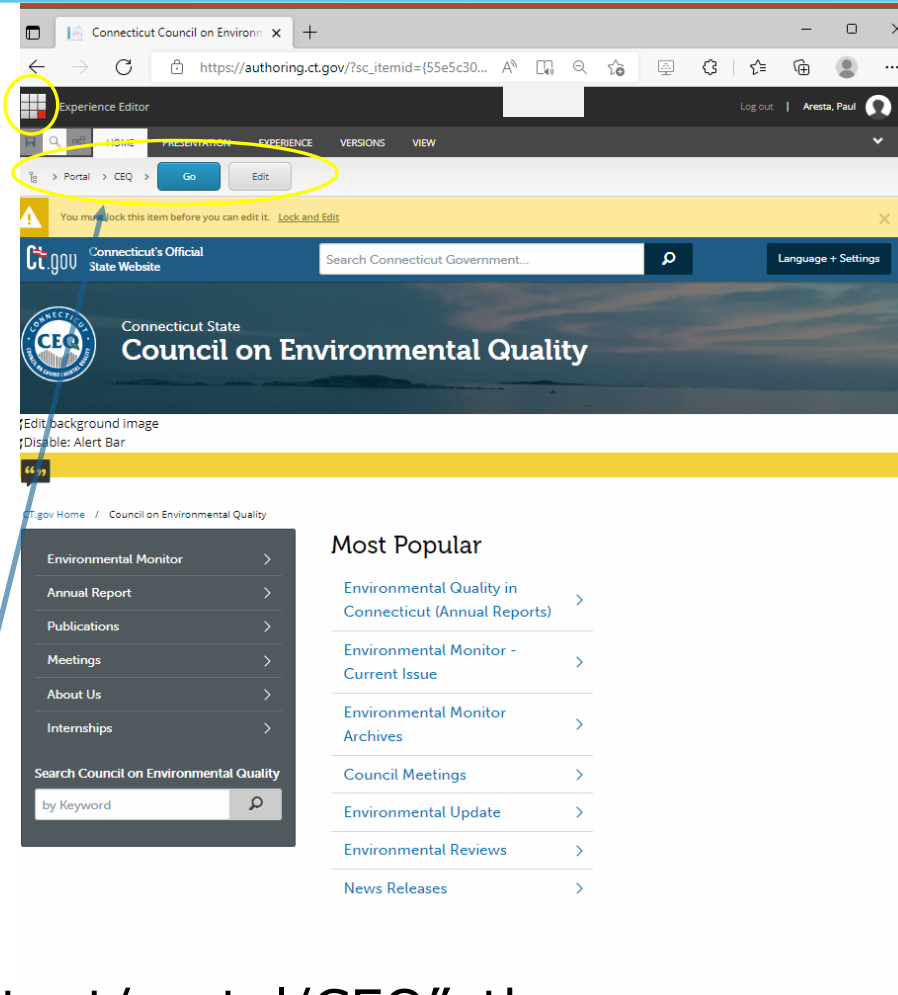
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- Select "Choose file"
- Select the files you want to upload from your computer or network drive
- Select "Upload"



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- Once all files are uploaded, select the table icon to get back to the Experience Editor

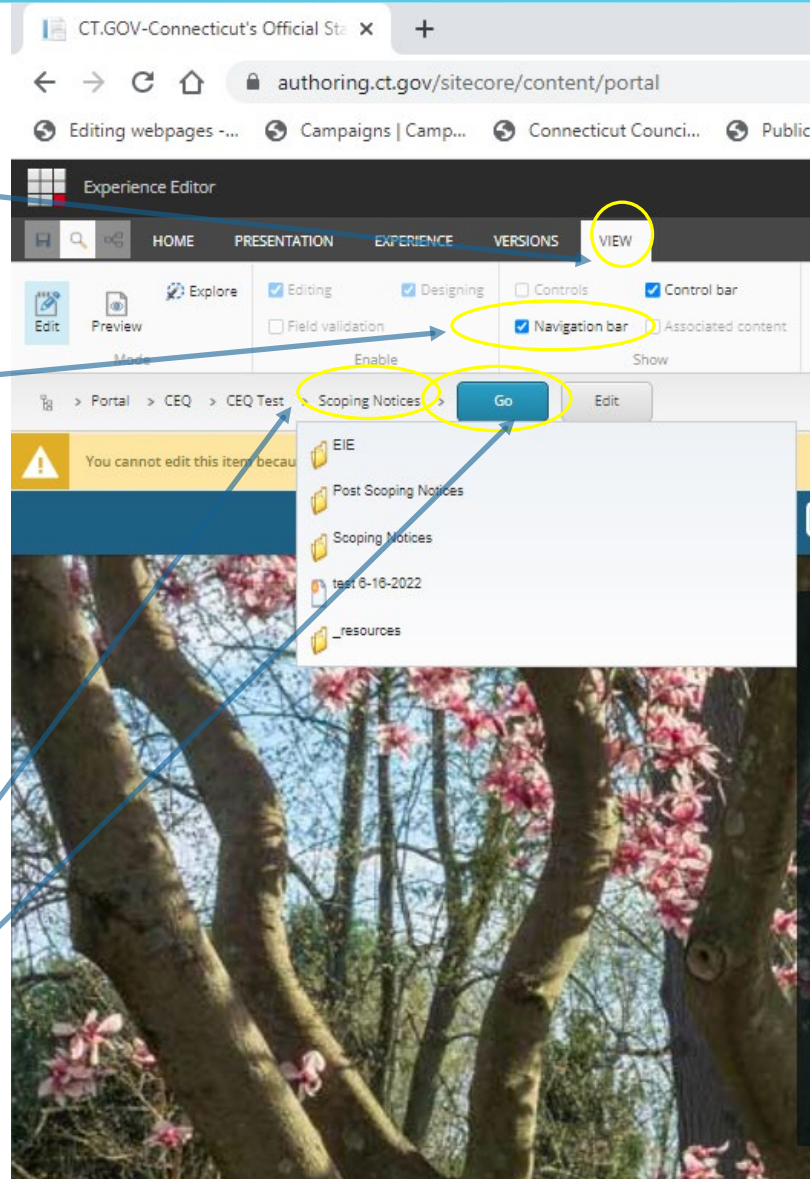


Navigate to:

“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)

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- 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"



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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"

The screenshot shows the Experience Editor interface for a Scoping Notices page. The 'HOME' tab is selected in the top navigation bar. The 'Insert page' button is highlighted in the 'HOME' tab's sub-menu. The 'Insert Item' dialog box is open, showing a list of items on the left and a preview of the 'DSF Legacy Page' on the right. The 'Name' field is set to 'Tutorial 6-12-2023'. The 'OK' button is highlighted at the bottom of the dialog box.

• Note the list of existing notices in the selected folder.

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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

The screenshot displays the Experience Editor interface for the Council on Environmental Quality website. The browser address bar shows the URL: `authoring.ct.gov/CEQ/CEQ-Test/Scoping-Notices/Tutorial-7-12-2023`. The Experience Editor toolbar includes options like 'Edit', 'Preview', 'Explore', 'Insert page', 'Delete page', 'Rename', 'Display name', 'Unlock', 'Workbox', 'Tag item', 'Settings', 'Markup', 'Validation', and 'Close'. The main content area shows the website header with the CEQ logo and the text 'Connecticut State Council on Environmental Quality'. A 'Content HTML' dropdown menu is open, showing a 'No text in field' button circled in yellow. A blue arrow points from the first bullet point to this button. Another blue arrow points from the second bullet point to the 'edit the text' tool (pencil icon) in the Experience Editor toolbar. The Windows taskbar at the bottom shows various application icons and the search bar.

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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

The screenshot displays the Experience Editor interface for the Council on Environmental Quality. The browser address bar shows the URL: authoring.ct.gov/CEQ/CEQ-Test/Scoping-Notices/Tutorial-7-12-2023. The Experience Editor toolbar includes buttons for 'Insert page', 'Move page', 'Display name', 'Unlock', 'Workbox', 'Tag item', 'Settings', 'Markup', 'Validation', and 'Close'. The Rich Text Editor (RTE) window is open, showing a list of templates. A yellow circle highlights the 'Scoping Notice' template in the list. The RTE content area is currently empty, displaying '[No text in field]'. The page header includes the Connecticut State Website logo and the Council on Environmental Quality logo.

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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.

The screenshot displays a content management system interface. At the top, there is a navigation bar with tabs for HOME, PRESENTATION, EXPERIENCE, VERSIONS, and VIEW. Below this is a toolbar with various icons for editing and publishing. The main content area shows a draft of a document titled "Example Type name here". A sidebar on the left contains a menu with items like "Environmental Monitor", "Annual Report", "Publications", "Meetings", "About Us", and "Internships". A search bar is also present. The main text area contains a "Notice of Scoping for [name of project or action]" with various fields for "Project Title", "Municipality", "Address", "Project Description", "Project Map", "Written comments from the public", and "Public Scoping Meeting". A yellow circle highlights the "Insert a link..." icon in the text editor. An "Insert Link" dialog box is open on the right, showing a tree view of the site structure with "Content" selected. The dialog box has tabs for "INTERNAL LINK", "MEDIA ITEMS", and "SEARCH". The system tray at the bottom shows the time as 10:41 AM on 1/29/2020.

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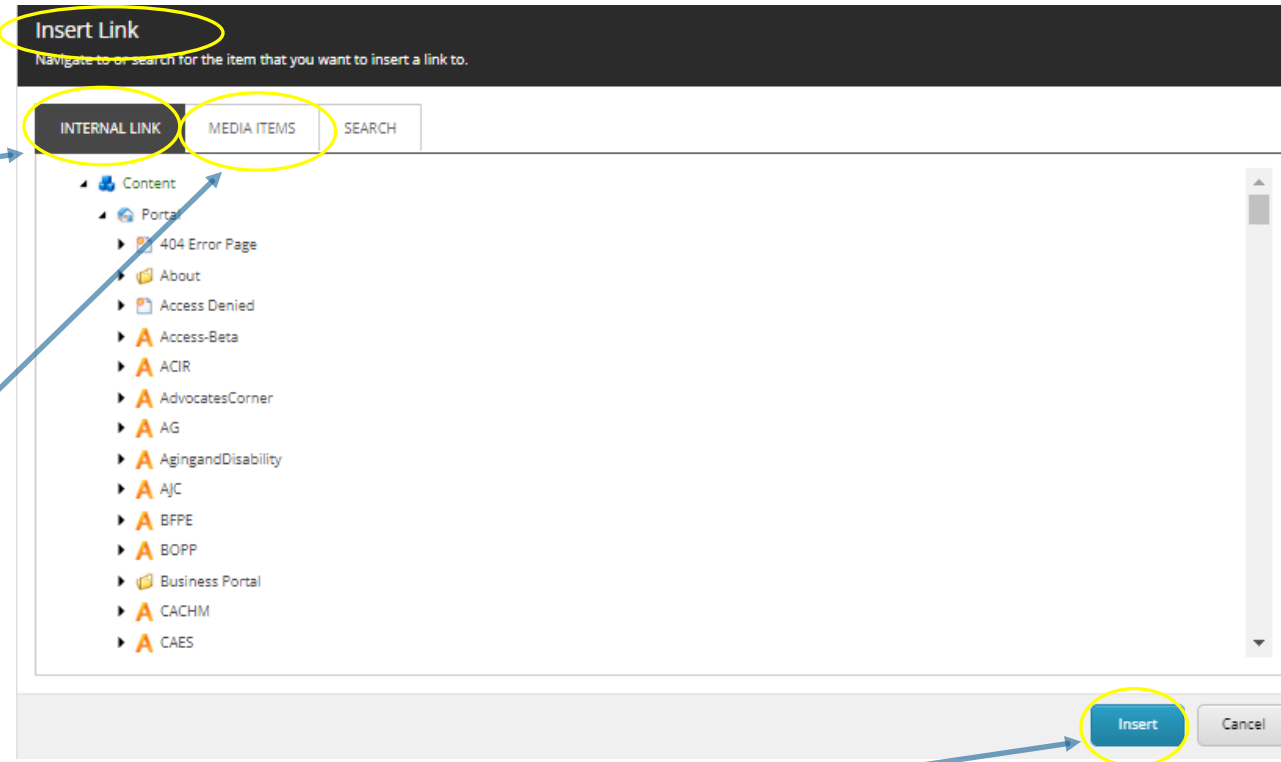
- The RTE provides more tools to edit the template.
- To link some text to a webpage or file, select the text and then click on the “Insert Sitecore link...” icon.
- The Insert Link dialogue box will open.

The screenshot displays the Sitecore Experience Editor interface. At the top, the browser address bar shows the URL: `authoring.ct.gov/CEQ/CEQ-Test/Scoping-Notices/Tutorial-7-12-2023`. The main content area shows a Rich Text Editor (RTE) with a toolbar containing various editing tools. A yellow circle highlights the 'Insert Sitecore link...' icon in the toolbar. Below the toolbar, the RTE content includes a notice: "[NOTE - The instruction 'Insert Sitecore link...' meant to assist agency staff complete the notice. Please delete all instructions and brackets prior to submitting for publication - including this note.]" and a section titled "Notice of Scoping for [name of project or action]". The RTE content also includes fields for "Project Title", "Address", "Municipality", "Project Description", "Project Map", and "There will be a public scoping meeting for this proposed action".

On the right side, the "Insert Link" dialog box is open, showing a search interface with tabs for "INTERNAL LINK", "MEDIA ITEMS", and "SEARCH". The "INTERNAL LINK" tab is selected, and a tree view of content is visible, including "Content", "Portal", "404 Error Page", "About", "Access Denied", "Access-Beta", "ACIR", "AdvocatesCorner", "AG", "AgingandDisability", "AJC", "BFPE", "BOPP", "Business Portal", and "CACHM".

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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”



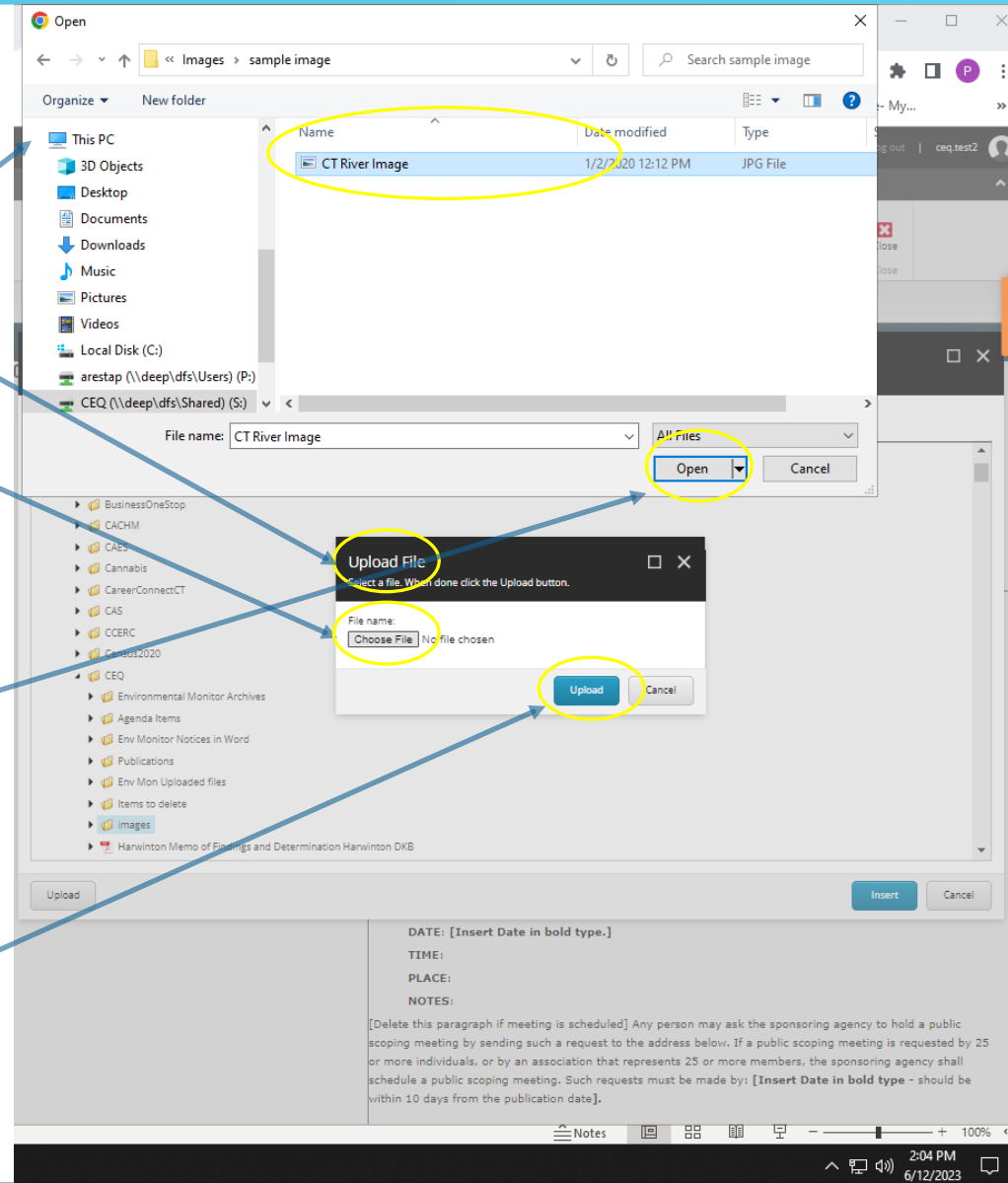
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- If the media file has not been uploaded yet, select the folder (example: images) in "Media Items" that will contain the media file, and select "upload"

The screenshot displays the Experience Editor interface for a page titled 'Tutorial 6-1-2023'. The browser address bar shows the URL: `authoring.ct.gov/?sc_itemid={86ff7b0b-2405-4e77-9cfa-b7783945b8fb}&sc_ee_fb=false&sc_mode=edit&sc_debug=0&sc_trace=0&sc_prof=0&sc_ri=0&sc_rb=0`. The Experience Editor toolbar includes options like 'Edit', 'Preview', 'Explore', 'Insert page', 'Delete page', 'Rename', 'Unlock', 'Workbox', 'Tag item', 'Settings', 'Markup', 'Validation', and 'Close'. The 'Insert Link' dialog box is open, showing a tree view of 'MEDIA ITEMS'. The 'images' folder is selected, and the 'Upload' button is highlighted. The dialog box also contains a search bar and an 'Insert' button. The background content shows a 'Notice of Scoping for [name of project or action]' with various instructions and fields for completion.

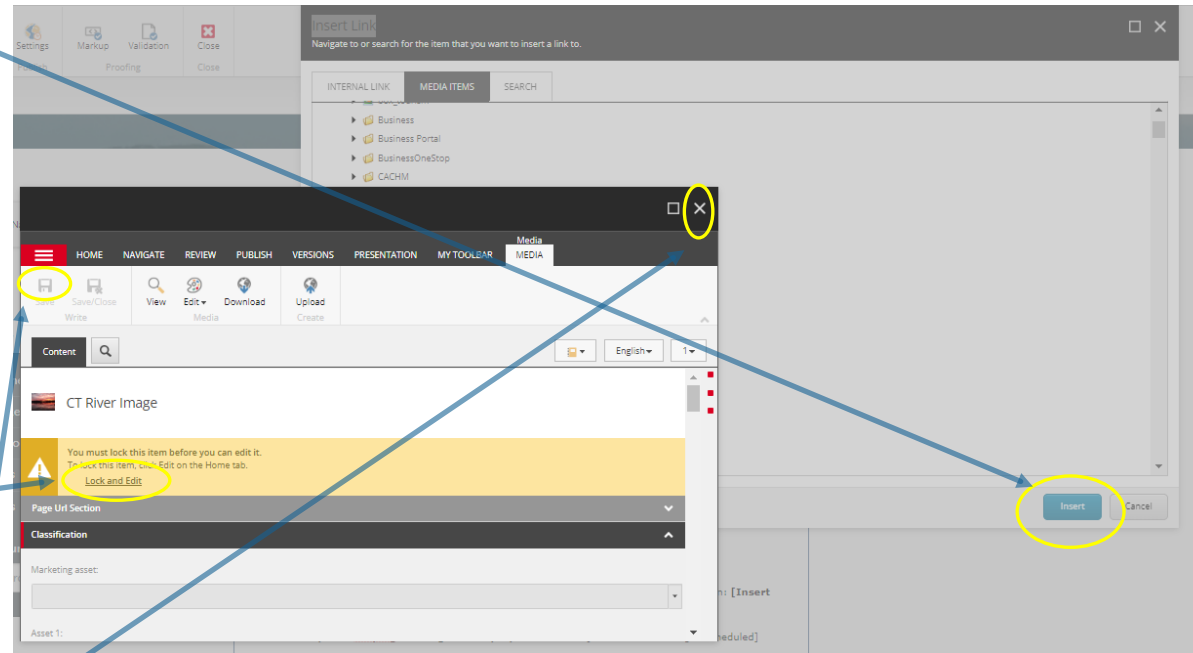
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- After you select "Upload", the "Upload File" dialogue box will appear, select "Choose File".
- Navigate to where the media file exists (network folder, desktop, My Documents, etc.), select the file and select "Open"
- The file will appear in the "Upload File" area, then select "Upload"



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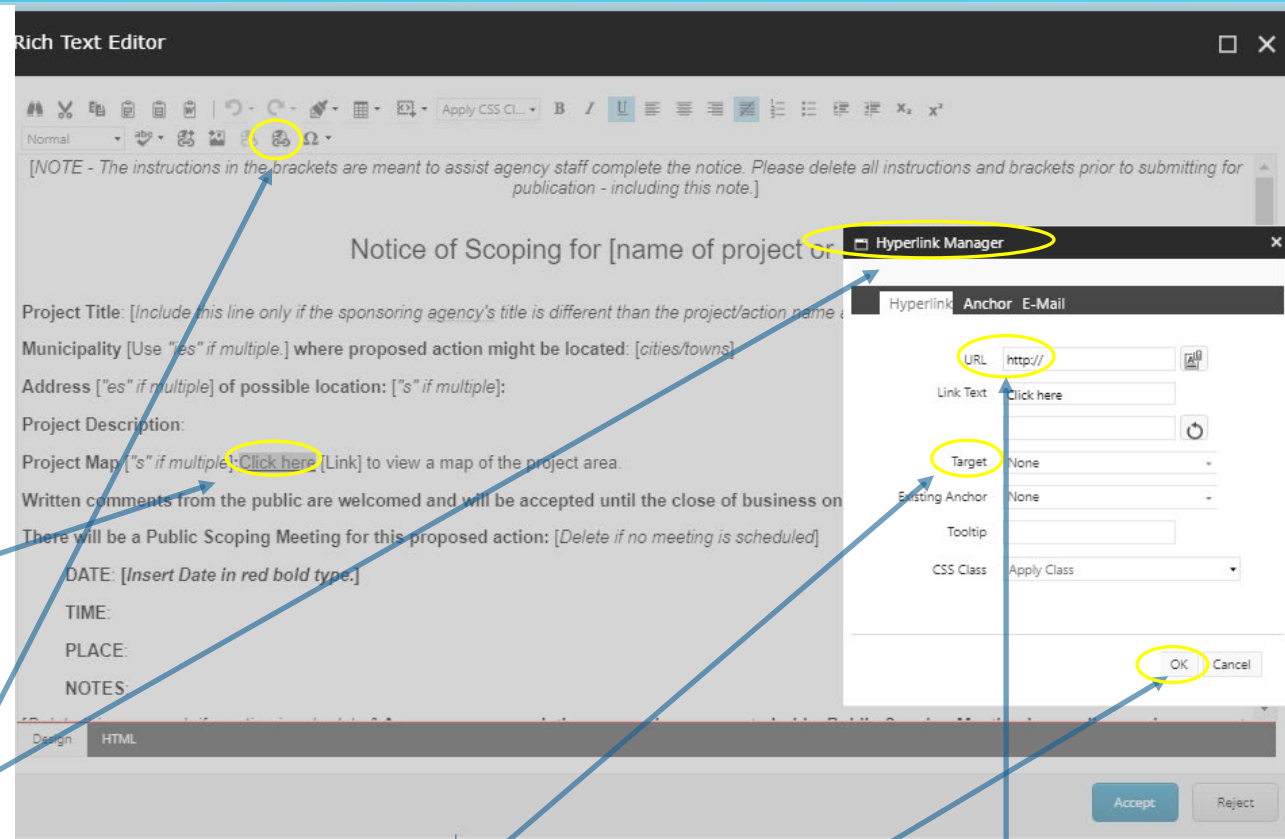
- After you select “Upload”, Close the media file properties box, and select “Insert”
- Note: if you upload an image, you can add an “alternative text” for enhanced accessibility by selecting “Lock and Edit”, scroll down the page to the “Alt” area, and enter the text description of the image. Then save and close



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Alternative Link Method for external URLs

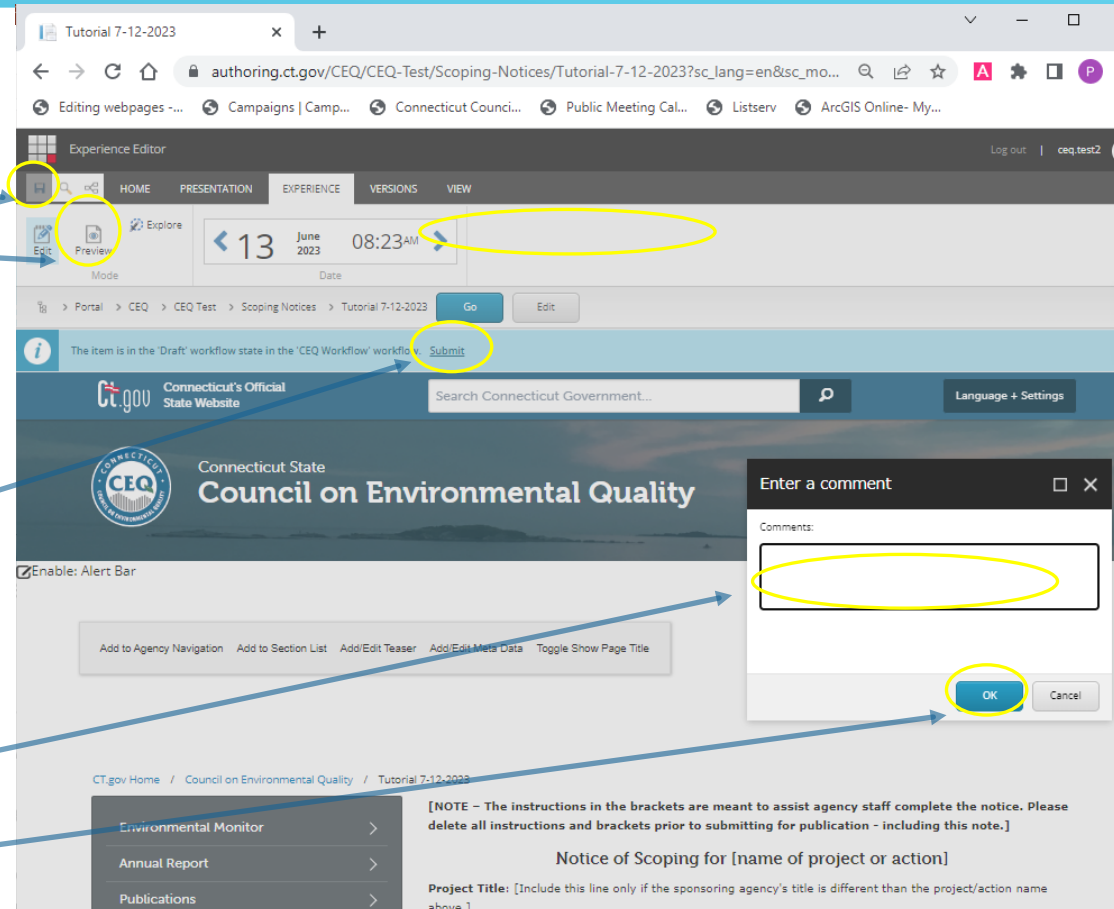
- Click on the “edit the text” icon (pencil) to open the RTE
- Select the text or image that will be linked and then select the “Hyperlink Manager” icon for URLs, anchors, and email.



- 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”

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- 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.

Questions?

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

Access and Permissions:

ci-customerservice@egov.com



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Thank You