

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)

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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

Agency Specific ECD Notice (NEW)

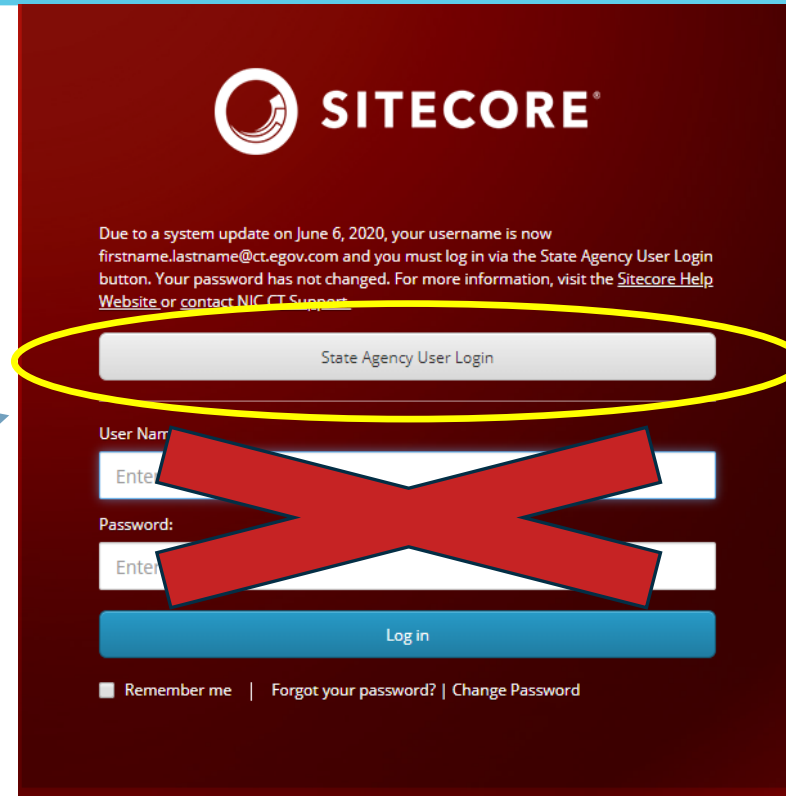
Same Process for Developing Notices:

- 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!

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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:
XXXXXXXXXX
- Sign In



SITECORE

Due to a system update on June 6, 2020, your username is now firstname.lastname@ct.egov.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.

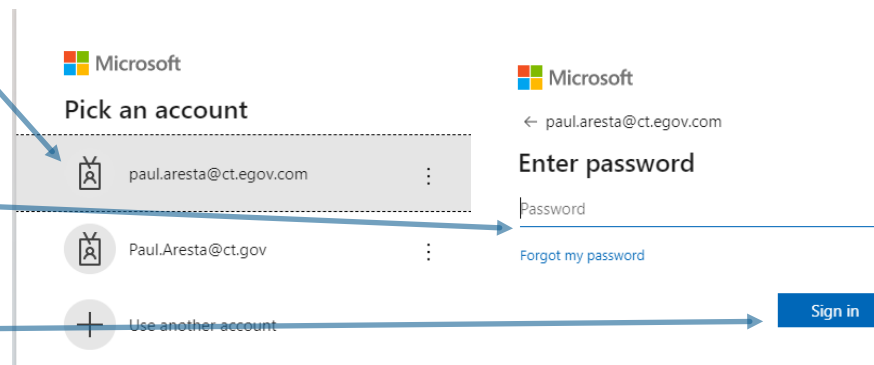
State Agency User Login

User Name: Enter

Password: Enter




Log in

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



Microsoft

Pick an account

-  paul.aresta@ct.egov.com
-  Paul.Aresta@ct.gov
-  Use another account

Microsoft

← paul.aresta@ct.egov.com

Enter password

Password

[Forgot my password](#)

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

Password Recovery

To reset your password, please complete the form below.

* Email Address:

☒ I'm not a robot 

 **SITECORE**

Due to a system update on June 6, 2020, your username is now firstname.lastname@ct.egov.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.

User Name:

Password:

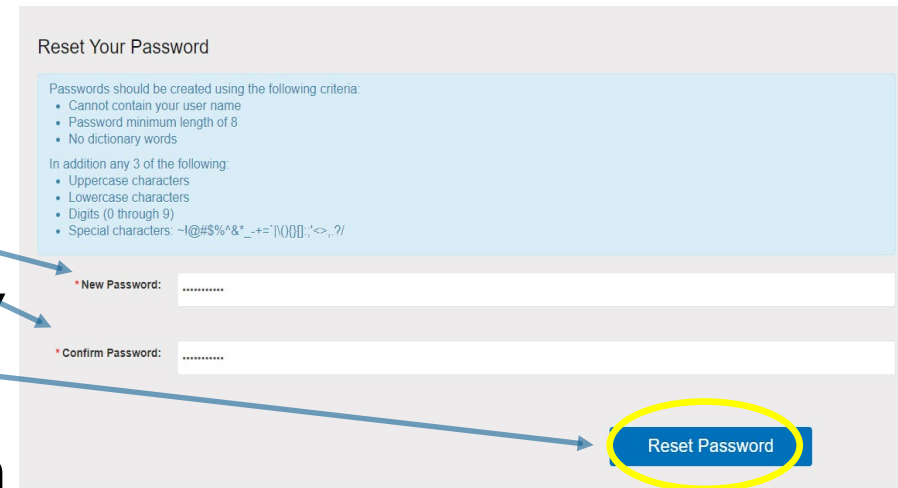
☐ Remember me

- 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:

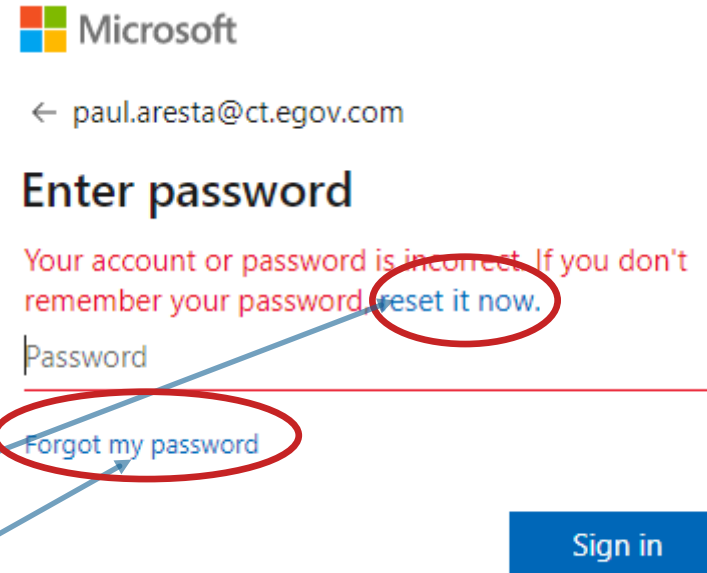
* Confirm Password:

[Reset Password](#)

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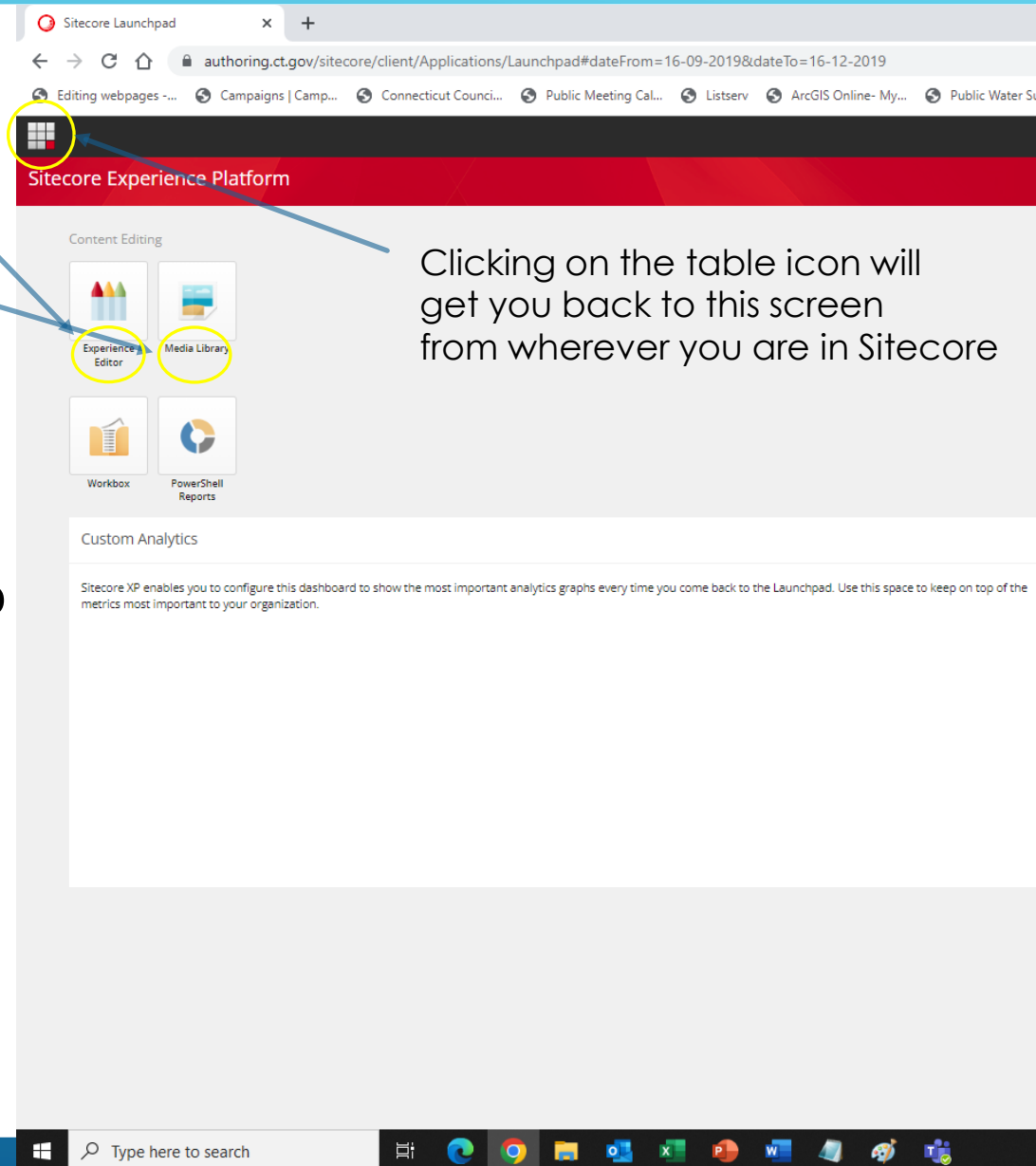
If your password expired
or you forgot your password:

- 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



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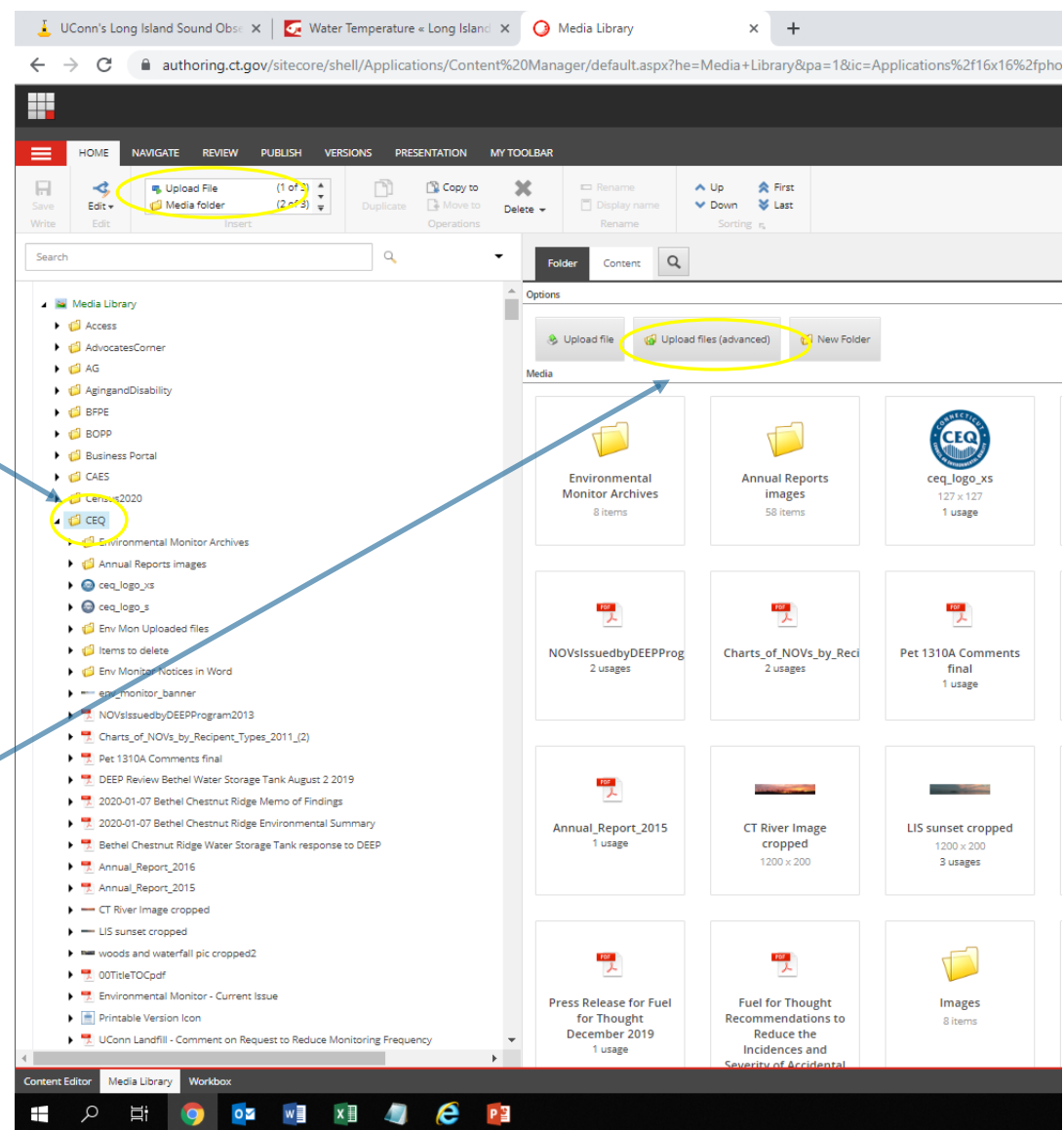
- Experience Editor – edit webpages
- Media Library – upload and store media files (PDF, images, word docs, etc)
- There are at least two ways to upload media files (not webpages) that you might want to link to in the “notice”



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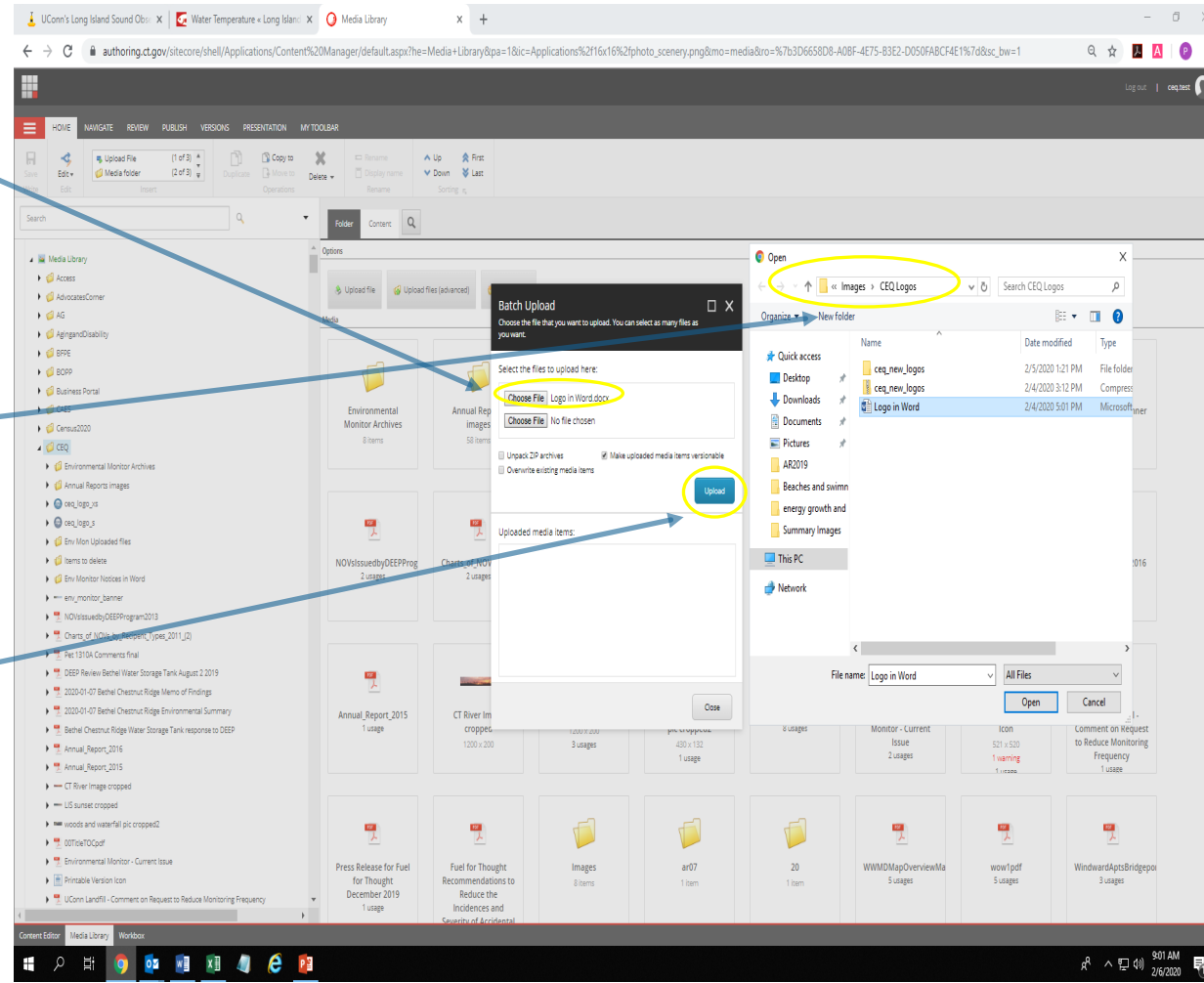
1st way to upload media files:

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



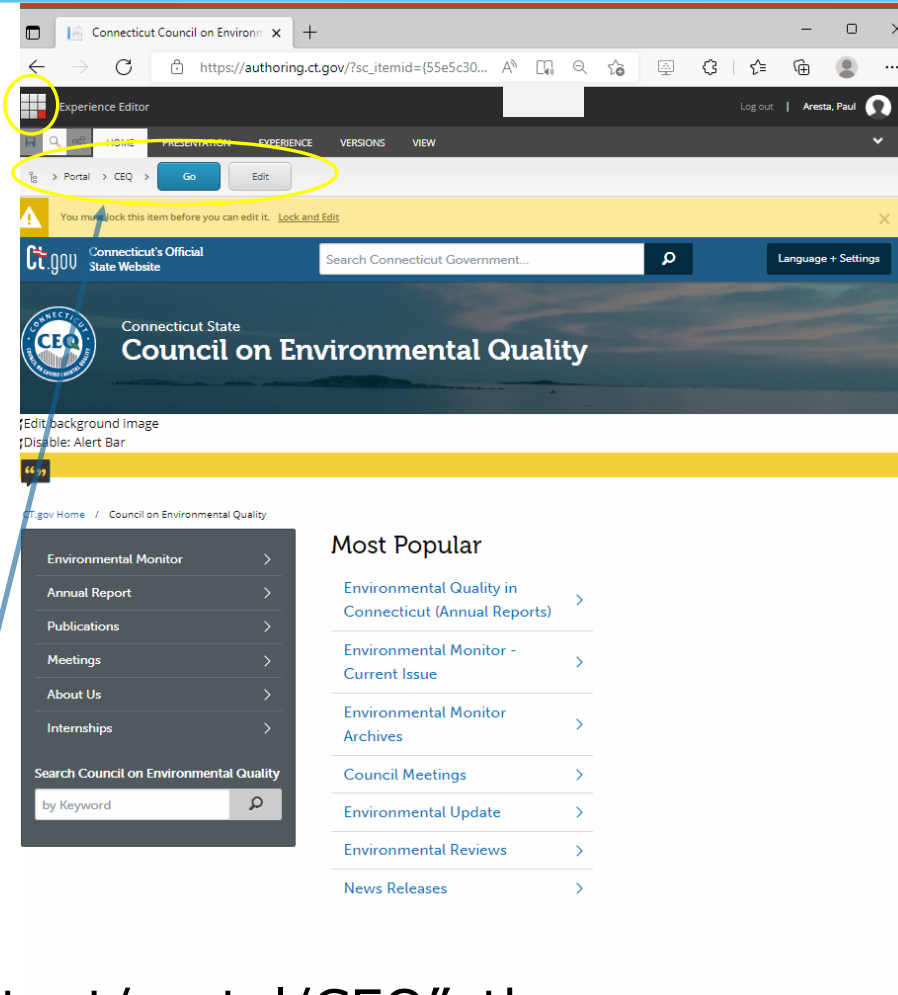
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- Select "Choose file"
- Select the files you want to upload from your computer or network drive
- Select "Upload"



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

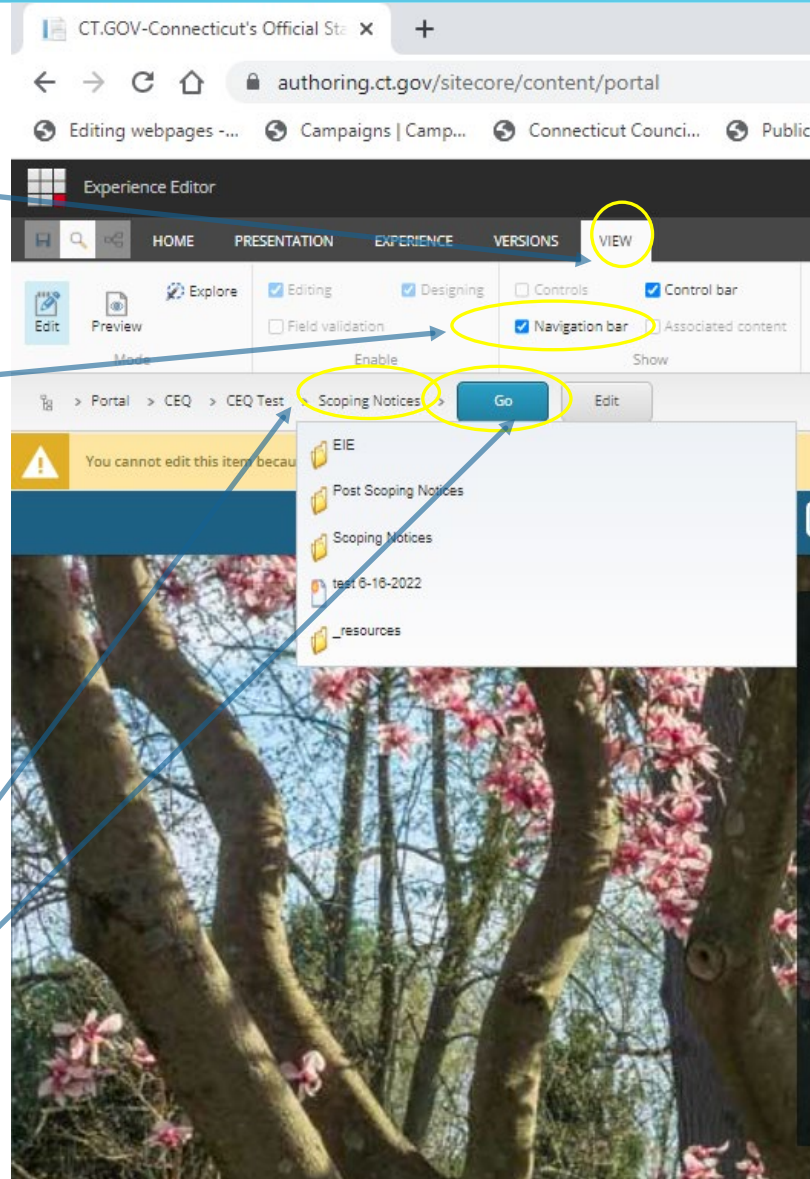


Navigate to:

“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)

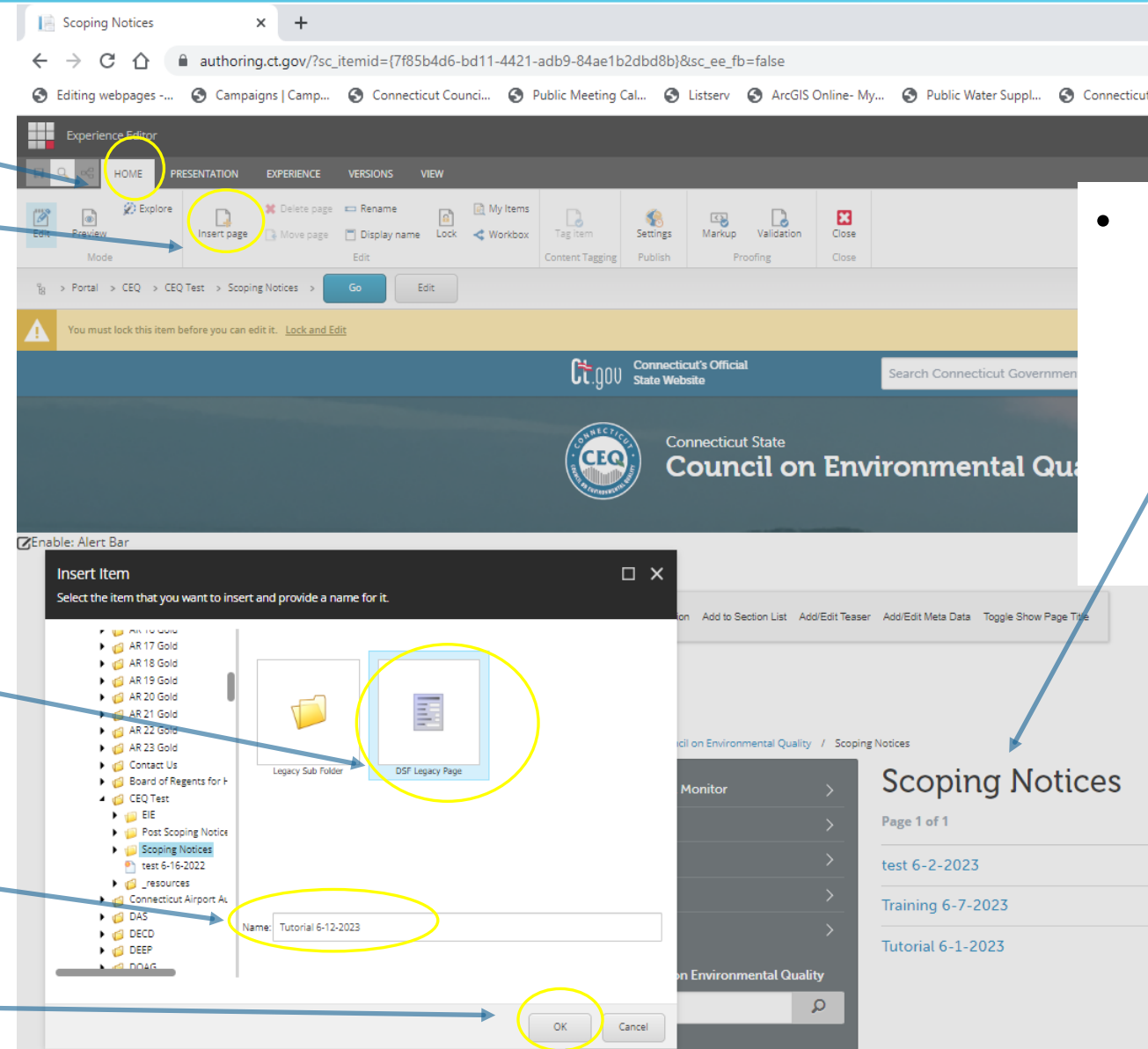
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- In the Experience Editor, select "VIEW".
- Check the "Navigation bar" button if not already visible
- Click on ">" to navigate to the state agency subfolder and the proper notice folder type
- Then select "Go"



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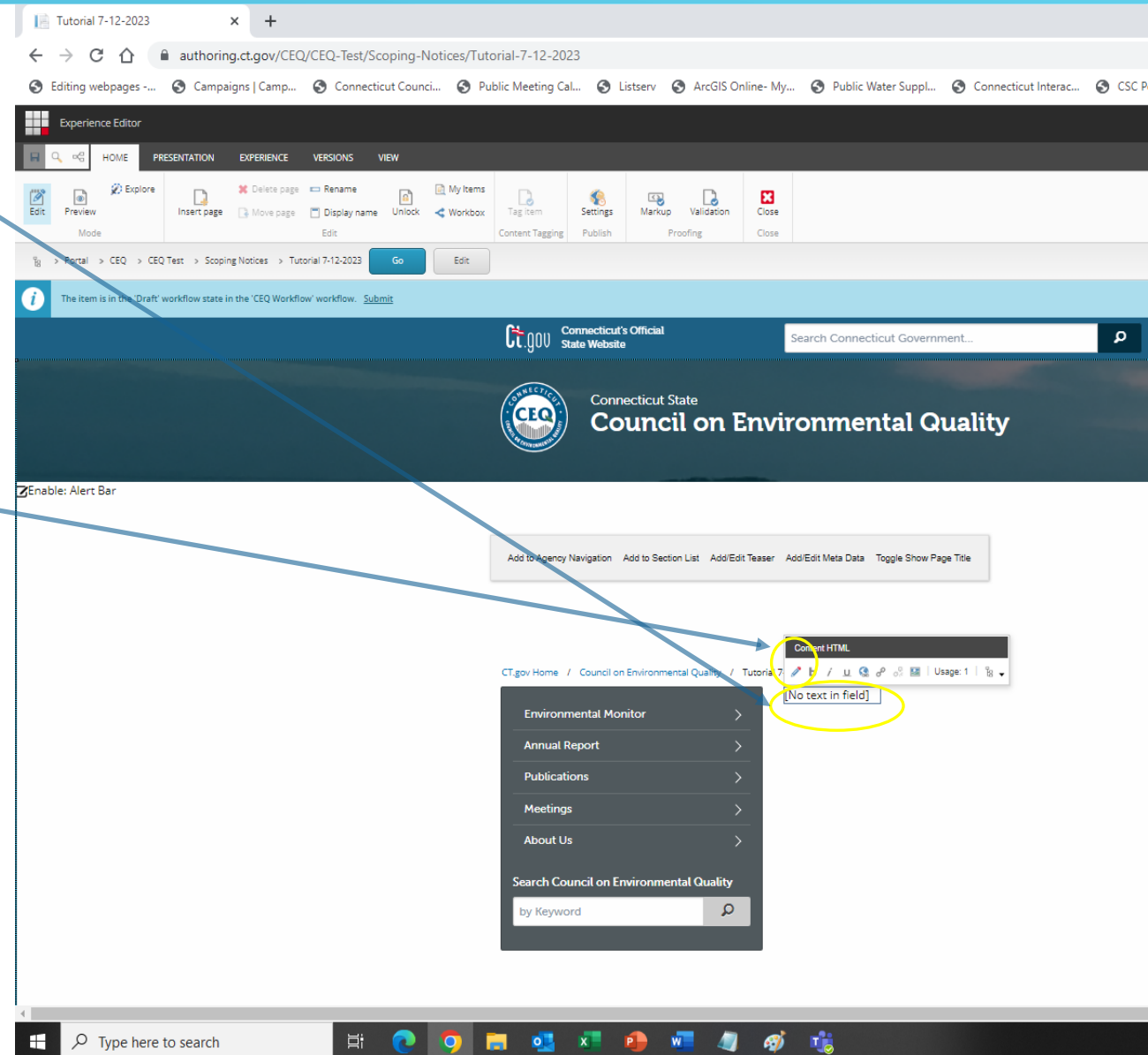
- Click on the "HOME" tab
- Select "Insert page" from underneath the "HOME" tab
- Click on the "DSF Legacy Page" icon and enter the new name of the file
- Click "OK"



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

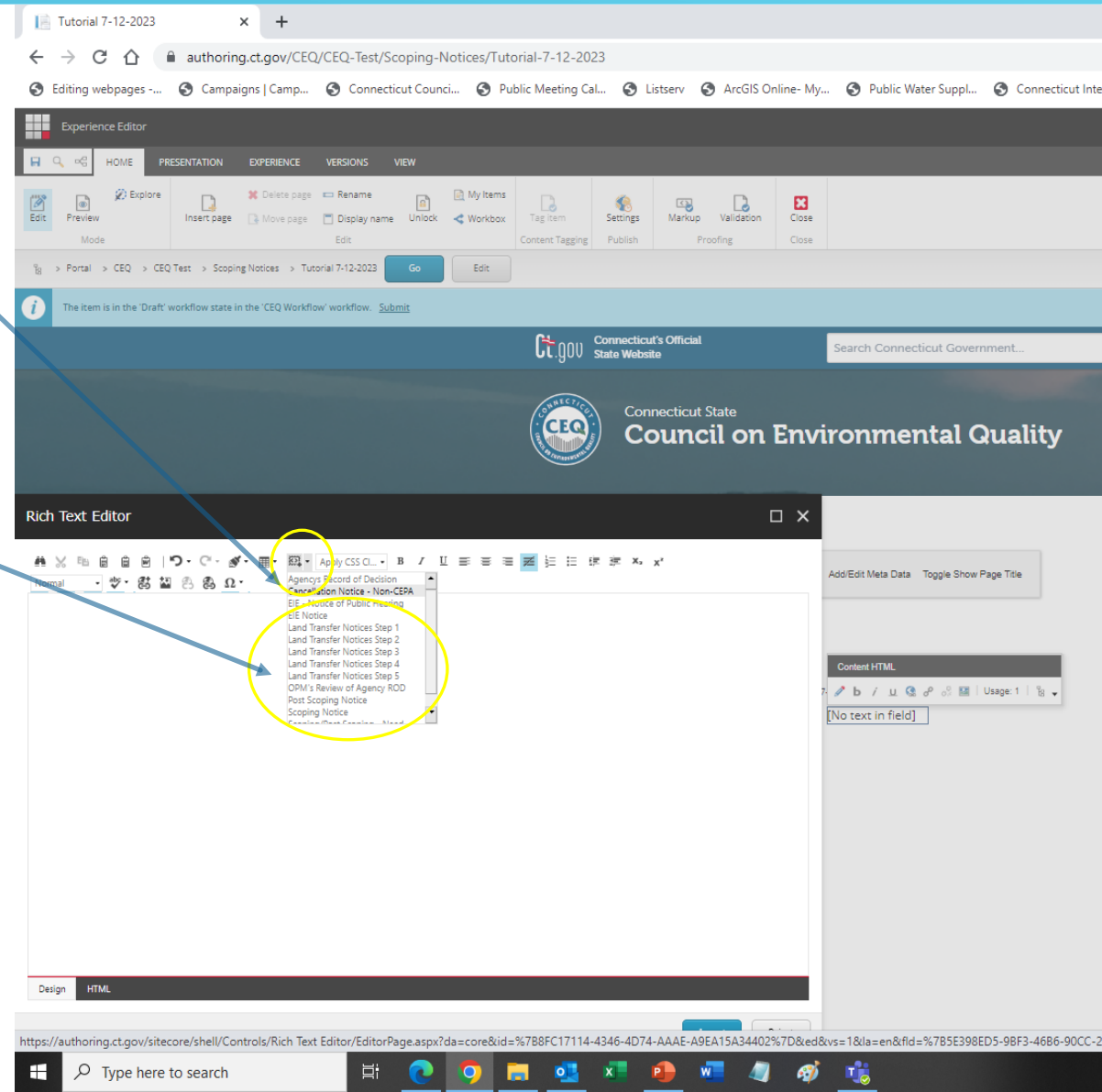
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- Click on the “No text in field” box to open the basic editor toolbox
- Select the “edit the text” tool (pencil) to open the “Rich Text Editor” (RTE)
- Remember to save often (at least every 19 minutes!) or your changes won’t be saved



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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



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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 the CEQ Beta website editor interface. The top navigation bar includes links for HOME, PRESENTATION, EXPERIENCE, VERSIONS, and VIEW. Below this is a toolbar with various editing tools like 'Edit', 'Other', 'Insert page', 'Move page', 'Rename', 'Display name', 'Unlock', 'Workbox', 'Publish Content', 'Settings', 'Markup', 'Validation', and 'Close'. The main content area shows a 'Notice of Scoping' form with fields for Project Title, Municipality, Address, Project Description, Project Map, and Written comments. A sidebar on the left contains a menu with links to Environmental Monitor, Annual Report, Publications, Meetings, About Us, and Internships, along with a search bar. An 'Insert Link' dialog is open on the right, showing a tree view of the site structure with 'Content' selected. The dialog has tabs for INTERNAL LINK, MEDIA ITEMS, and SEARCH. The bottom status bar shows the time as 10:41 AM on 1/29/2020.

CT.GOV HOME / CEQ-BETA / EXAMPLE TYPE NAME HEERE

Content HTML

[NOTE - the instructions in the brackets are meant to assist agency staff complete the notice. Please follow the instructions and brackets prior to submitting for publication - including this note.]

Notice of Scoping for [name of project or action]

Project Title: [Include this line only if the sponsoring agency's title is different than the project above.]

Municipality [Use "ies" if multiple.] where proposed action might be located: [cities/town]

Address ["es" if multiple] of possible location: ["s" if multiple]:

Project Description:

Project Map ["s" if multiple]: [Click here](#) [Link] to view a map of the project area.

Written comments from the public are welcomed and will be accepted until the close of business on: [Insert Date in red bold type.]

There will be a Public Scoping Meeting for this proposed action: [Delete if no meeting is scheduled]

DATE: [Insert Date in red bold type.]

TIME:

PLACE:

NOTES:

[Delete this paragraph if meeting is scheduled] Any person may ask the sponsoring agency to schedule a Public Scoping Meeting by sending such a request to the address below. If a meeting is requested by 25 or more individuals, or by an association that represents 25 or more members, the sponsoring agency shall schedule a Public Scoping Meeting. Such request must be made by [Insert Date in red bold type].

Additional information about the project can be viewed in person at [Locations] and online at: [LINK]

Insert Link

Navigate to or search for the item that you want to insert a link to.

INTERNAL LINK MEDIA ITEMS SEARCH

sitecore

- Content
 - Portal
 - 404 Error Page
 - Access Denied
 - About
 - Access-Beta
 - AG
 - AgingandDisability
 - BFPE
 - BOPP
 - Business Portal
 - CAES
 - CEQ-beta
 - CFPC
 - CHRO-beta
 - CID
 - CJIS
 - Connecticut Cybersecurity Resource Page
 - CTCDD-Beta
 - CTData
 - CTDS
 - CTPrepares
 - CTTime

Insert Cancel

10:41 AM 1/29/2020

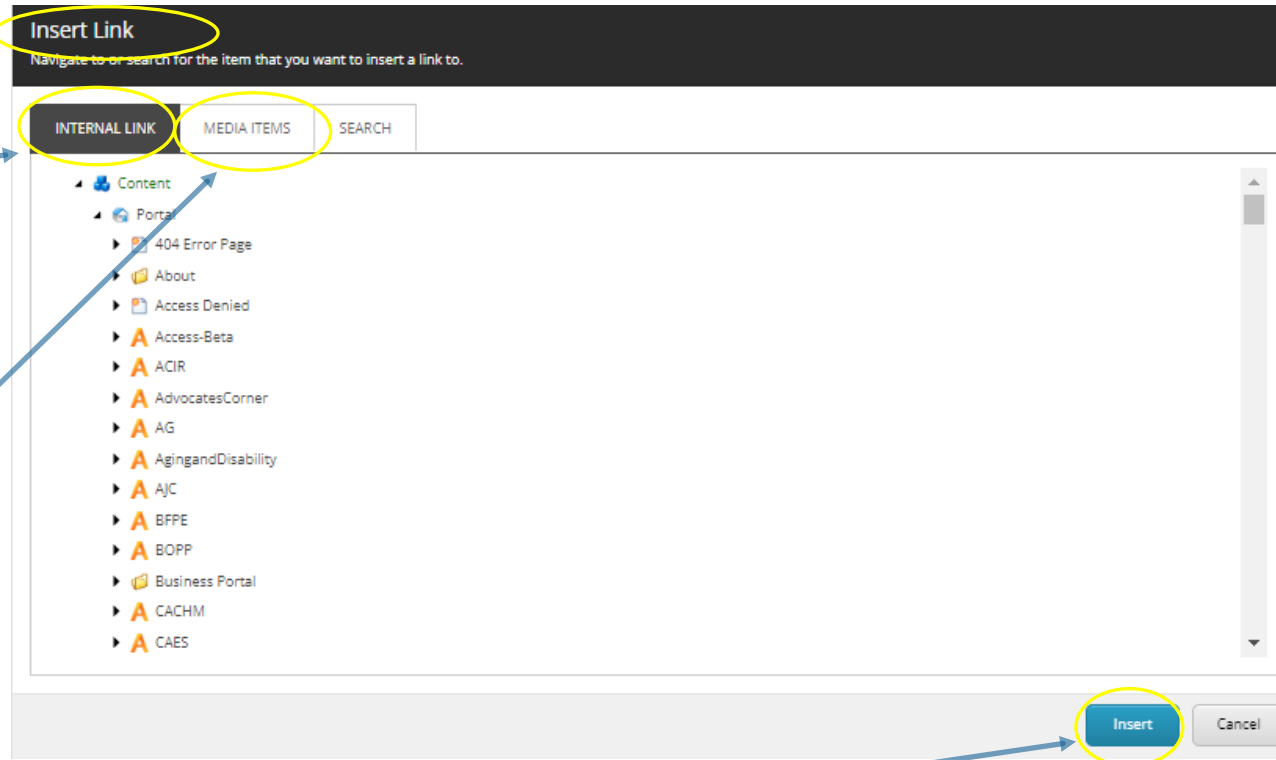
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- The RTE provides more tools to edit the template.
- To link some text to a webpage or file, select the text and then click on the “Insert Sitecore link...” icon.
- The Insert Link dialogue box will open.

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 Experience Editor toolbar includes tabs for HOME, PRESENTATION, EXPERIENCE, VERSIONS, and VIEW. Below these are various editing tools like Edit, Preview, Insert page, Move page, Display name, Unlock, My Items, Tag item, Settings, Markup, Validation, Close, Content Tagging, Publish, Proofing, and Close. The main content area shows a draft of a "Notice of Scoping" for the Connecticut State Council on Environmental Quality. A Rich Text Editor (RTE) is open at the bottom, showing a text field with a placeholder "[Insert Date in bold type - should be a minimum of 30 days from the publication date]". A blue arrow points from the text "Insert Sitecore link..." in the list to the "Insert Sitecore Link" icon in the RTE toolbar. Another blue arrow points from the text "The Insert Link dialogue box will open." to the "Insert Link" dialog box on the right. The dialog box has tabs for INTERNAL LINK, MEDIA ITEMS, and SEARCH. The INTERNAL LINK tab is selected, showing a list of content items under the "Content" folder, including Portal, 404 Error Page, About, Access Denied, Access-Beta, ACIR, AdvocatesCorner, AG, AgingandDisability, AJC, BFPE, BOPP, Business Portal, and CACHM.

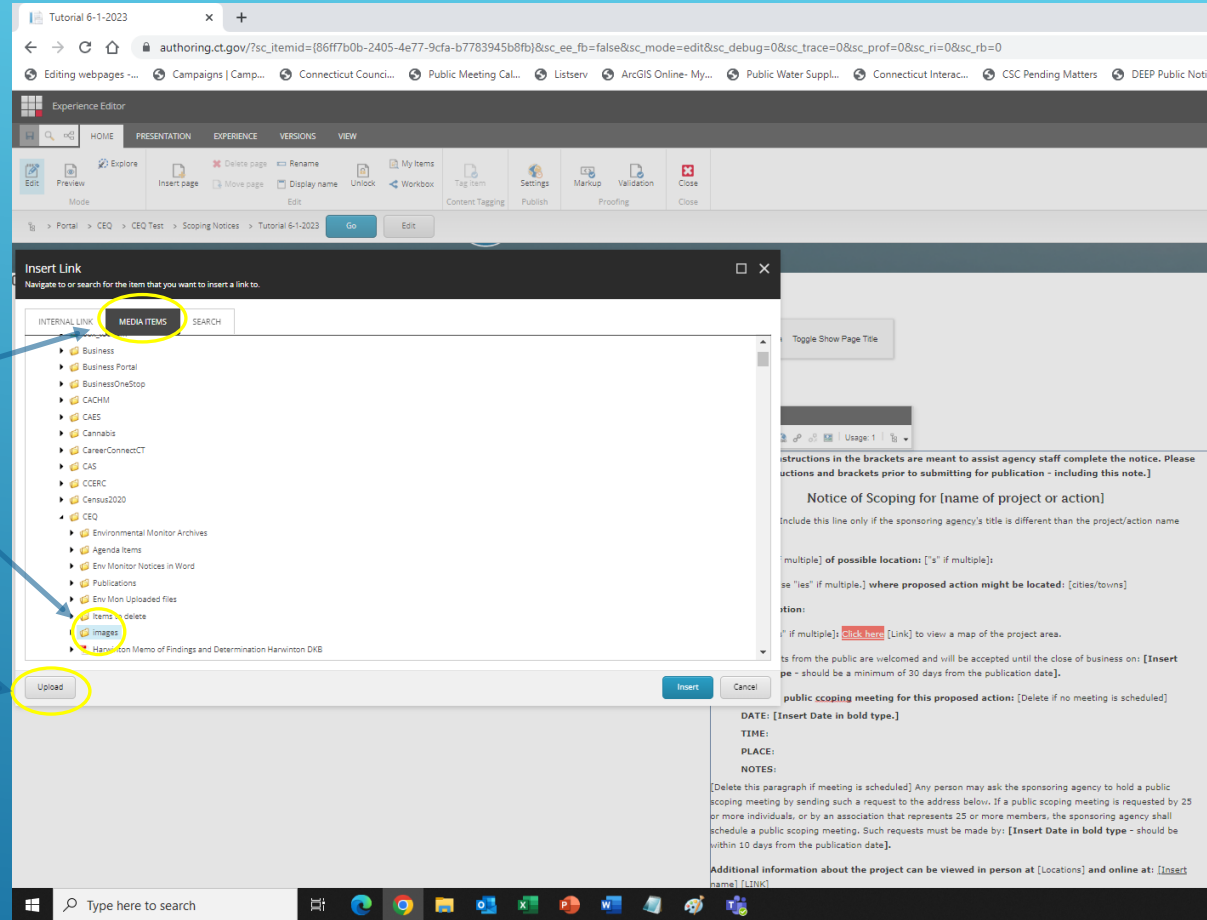
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- In the “Insert Link” dialog box, you can link to existing webpages in “Internal Link” “Content” **OR** other files (images, PDF, word docs, etc) in the “Media Items” tab
- Navigate to the appropriate folder and select the webpage or media item and select “Insert”



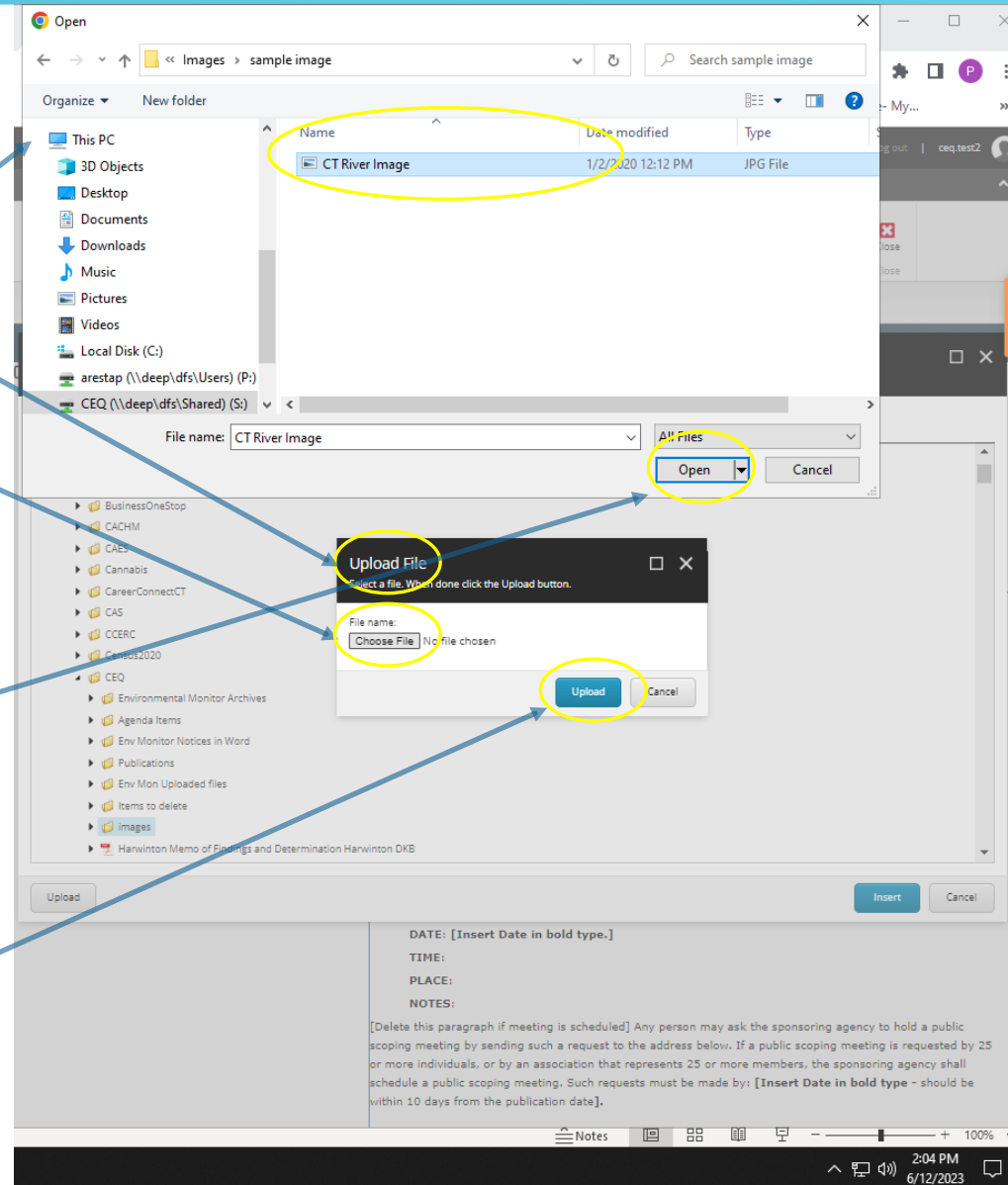
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- If the media file has not been uploaded yet, select the folder (example: images) in "Media Items" that will contain the media file, and select "upload"



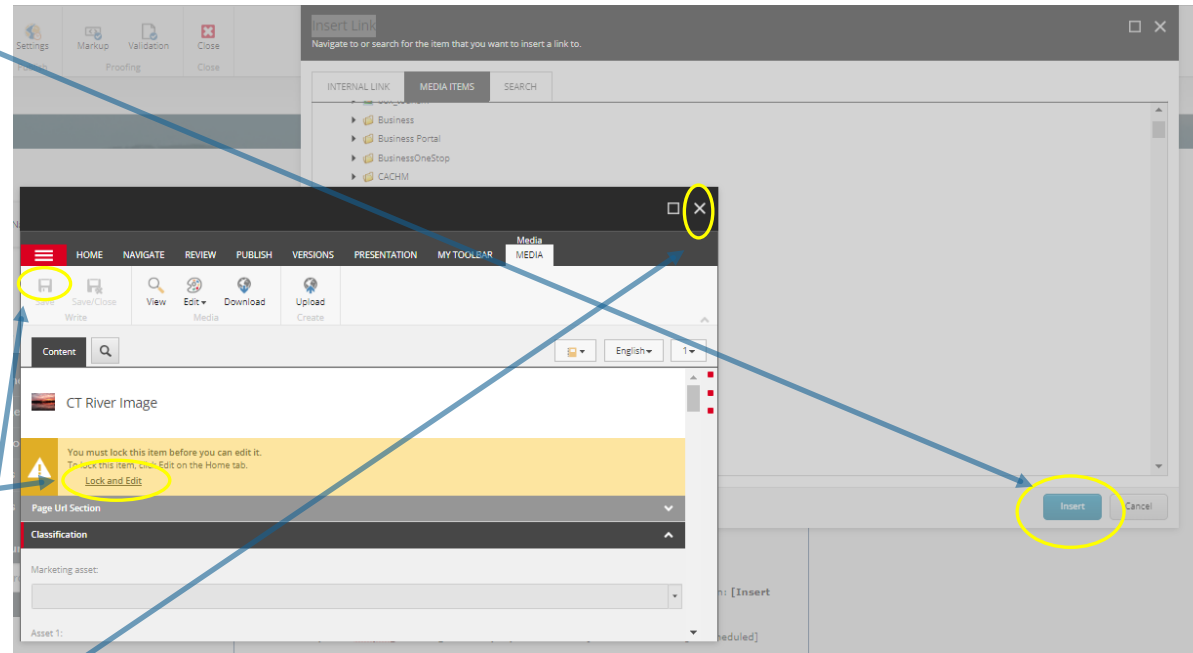
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- After you select "Upload", the "Upload File" dialogue box will appear, select "Choose File".
- Navigate to where the media file exists (network folder, desktop, My Documents, etc.), select the file and select "Open"
- The file will appear in the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



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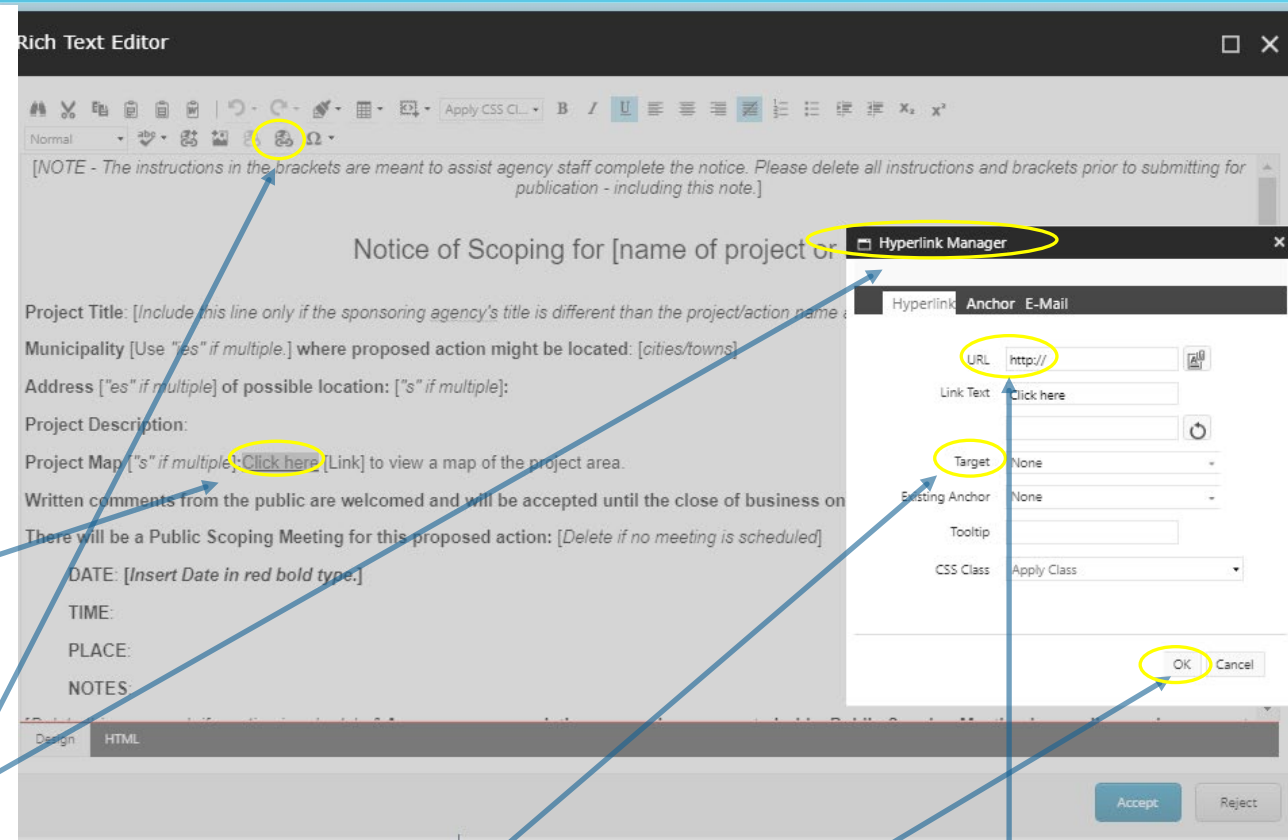
- After you select “Upload”, Close the media file properties box, and select “Insert”
- Note: if you upload an image, you can add an “alternative text” for enhanced accessibility by selecting “Lock and Edit”, scroll down the page to the “Alt” area, and enter the text description of the image. Then save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

The screenshot displays the 'Experience Editor' interface for the Council on Environmental Quality website. The top navigation bar includes 'HOME', 'PRESENTATION', 'EXPERIENCE', 'VERSIONS', and 'VIEW'. The 'EXPERIENCE' tab is active, showing a 'Preview' button and a 'Submit' button. The 'Submit' button is highlighted with a yellow circle. Below the navigation bar, the main content area shows the website header with the 'Connecticut State Council on Environmental Quality' logo and a search bar. A 'Comments' section is visible, with a text input field and an 'OK' button highlighted with a yellow circle. The bottom of the page shows a sidebar with links to 'Environmental Monitor', 'Annual Report', and 'Publications', and a main content area with a 'Notice of Scoping' form.

- 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>

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**Access, Permissions, and Sitecore
Questions:**

<https://ctinteractive.zendesk.com/hc/en-us>

ci-customerservice@egov.com

COUNCIL ON ENVIRONMENTAL QUALITY

Contact:

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860-424-4000

Ryan Carboni, Environmental Analyst

Ryan.Carboni@ct.gov

Thank You