

# Guidelines for Creating URL's Under the AUB Domain

## Purpose

These guidelines serve to clarify the process that is followed in order to create URL's under the AUB domain. Any URL which domain ends with "aub.edu.lb" is considered under the AUB domain. There are two possible formats "SiteName.aub.edu.lb" or "aub.edu.lb/SiteName"

## Process to Request a URL

Requests for the creation of URL's under the AUB domain are restricted for Active AUB Faculty and Staff. The process starts by filling the form and it is executed after IT Office and Communications Office approval. [Click Here](#) to fill the form

The requested URL should not conflict with the names of any of the existing departments, persons, or systems. The requestor should justify the need for the creation of the URL.

## Content

The content that is published under that URL must abide by the [Content Publishing Requirements](#) any violation to these requirements will be the responsibility of the URL owner.

## Ownership

The requestor of the URL will be the owner of the URL and therefore is responsible for making sure all the content and all the activity posted under that URL is compliant with the AUB publishing content policy.

The URL must be always monitored by an owner who is an active AUB employee. Therefore, upon leaving AUB the owner must transfer the ownership to another owner during the clearance process.

On a yearly basis, each owner will be contacted by the communications office to confirm that the requested URL is still in use and to reconfirm that the existing content is compliant with the content publishing requirements.

## Format

There are two URL formats

1. <https://aub.edu.lb/SiteName>

This URL format is used to link to pages that are hosted within the AUB website. This is the default format for the official sites of the AUB faculties and department (ex: <https://aub.edu.lb/osb>), but it may be used to point to internal pages if there is a justified need. This is the preferred method for all the content that is hosted under the AUB website.

## 2. <https://SiteName.aub.edu.lb>

This URL format is used to point to a standalone application. The target application could be hosted on AUB network or at a 3<sup>rd</sup> party hosting provider. When making this request, the requestor should obtain a server IP address from the hosting provider.

This URL format should not be used to point to websites that host AUB content. Such content should either be hosted on the AUB website if it is official AUB content, or on CampusPress if it is research oriented.

All the URL's of this format shall secure the approval of the office of the CIO before any commitment is made.

## CampusPress

All sites that are published under CampusPress are under the format of [sites.aub.edu.lb/SiteName](https://sites.aub.edu.lb/SiteName) this format cannot be changed.