**Redirect SIS Legacy School URL to Connect Suite Site**

1. **School with additional Purchased Domain**
	1. Designs adds URL with www to the Connect Suite site: [www.wpdavidson.org](http://www.wpdavidson.org)Designs
	2. asks Brad to run makedns on [www.wpdavidson.org](http://www.wpdavidson.org) for Connect Suite
	3. Designs creates a redirect on the district SAMO site for davidson.mcs.schoolinsites.com to redirect to Connect Suite URL davidsonmcpssal.schoolinsites.com
	4. Designs asks Brad to point davidson.mcs.schoolinsites.com to SAMO instead of SiS
	5. Designs runs adddns on archive.davidson.mcs.schoolinsites.com for SiS
	6. Designs adds archive.davidson.mcs.schoolinsites.com to the URL map for the school
	7. Designs makes archive.davidson.mcs.schoolinsites.com the primary URL
	8. Designs removes davidson.mcs.schoolinsites.com from the SiS URL map
	9. Designs has the customer verify they can access the site via the domain name: [www.wpdavidson.org](http://www.wpdavidson.org)
	10. Designs sets [www.wpdavidson.org](http://www.wpdavidson.org) as the default URLs for those sites in Connect Suite.
	11. Designs removes [www.wpdavidson.org](http://www.wpdavidson.org) from the SIS school URL map.
	12. Design team changes the URL for the logo in the header and any home page links to the new URL from the SiS URL
2. **School without additional Purchased Domain (we host an SiS domain)**
	1. Designs creates a redirect on the district SAMO site for davidson.mcs.schoolinsites.com to redirect to Connect Suite URL davidsonmcpssal.schoolinsites.com
	2. Designs asks Brad to point davidson.mcs.schoolinsites.com to SAMO instead of SiS
	3. Designs runs adddns on archive.davidson.mcs.schoolinsites.com for SiS
	4. Designs adds archive.davidson.mcs.schoolinsites.com to the URL map for the school
	5. Designs makes archive.davidson.mcs.schoolinsites.com the primary URL
	6. Designs removes davidson.mcs.schoolinsites.com from the SiS URL map

**Support emails customer:**

* 1. Connect Suite URL is live and old bookmarks will go to the Connect Suite site
	2. Provides customer with new legacy URL archive.davidson.mcs.schoolinsites.com.
	3. Customer is notified that until the Legacy school site is deactivated, they will be able to access information from it, but old images and files are still accessible to the public until the site is deactivated
	4. Customer is notified that when the SAMO site is deactivated, the redirects will no longer work