

## DEPARTMENT MISSION STATEMENT AND ADDRESSES (LOCATIONS)

This application allows you to enter the mission statement for your organization and the location(s) of your organization. Mission statement information you enter displays at the top of the About Us page for the organization. Location information appears at the bottom of the organization's home page and is displayed by clicking a Locations bookmark at the top of the home page. (The link appears only after a location has been entered.)

**View Department Mission.** After logging in, this page confirms your organization's name and abbreviation. To view your organization's details, click the Details button.

**View Department Details.** This page displays your organization's location(s) and individual mission statement paragraphs. To add a location or mission statement paragraph, click the appropriate Add button. Once a location or mission statement paragraph has been entered, the Edit button for the information appears. Use the Edit button to Update a location (or mission statement paragraph) or delete it altogether.

**VIEW DEPARTMENT DETAILS**

[Administrative Menu](#) | [Logout](#)

To add or edit a department mission statement, click 'Edit'

<b>Department Name:</b>	Information Systems
<b>Department Abbreviation:</b>	IS

**Department Address(es)** [ADD](#)

**Location Description:** [EDIT](#)

**Building Name:** Utah County Administration Building  
**Street:** 100 E. Center Street, Suite 1100  
**City, State, Zip:** Provo, UT 84601  
**Phone:** 801-570-8411  
**Fax:**  
**Open/Close Times:** 08:00 am-05:00 pm  
**Days Open:** Mon - Fri

**Mission Statement Paragraph(s)** [ADD](#)

Paragraph	Order No.	<a href="#">EDIT</a>
• Provide direction and support for all computer-based information systems to all departments of Utah County Government. This includes analysis and recommendation of computer-based information systems, developing information systems procedures, program and data requirements, hardware and software installation and maintenance of computer equipment and software, hardware and software upgrades, and maintenance of computer systems and networks.	2	<a href="#">EDIT</a>

**Add a Department Location.** Use the Location Description field to identify the services or functions available (if applicable) at that location: i.e., “Environmental Services,” “Administrative Offices,” etc. Use the Building Name to identify the building: i.e., Utah County Administration Building, Utah County Public Works Building, etc.

**ADD A DEPARTMENT LOCATION**  
[Link](#) | [Administrative Menu](#) | [Logout](#)

An asterisk (\*) indicates a required field. For the optional location description, indicate the services or functions available at the location. This is especially important for departments or locations having the same name and location. -LJ/MS -LJ/LJ -Published 01/15/2006

Location Description:

Building Name:

Street:

City:

State:

Zip Code:

Phone:

Fax:

Opening Time:

Closing Time:

Days Open:

Example: Monday - Friday

**Add a Mission Statement Paragraph.** Enter the text for *one paragraph* of your mission statement and assign it a number for order of appearance. You can add as many mission statement paragraphs as needed.

**ADD A MISSION STATEMENT PARAGRAPH**  
[Link](#) | [Administrative Menu](#) | [Logout](#)

An asterisk (\*) indicates a required field.

Mission Paragraph:

Paragraph Order No.:

