Division of Student Affairs

Website Update Form

Requestor: _____
E-mail Address: _____
Date: _____

Uniform Resource Locator (url) of website: _____
(ex.:www.csu.edu/DOSA/campuslife/campuslifeevents.htm)

Step 1: Please print a copy of the web page that you are interested in editing and attach to the Website Update Form.

Step 2: Indicate all additions and deletions on form.

Step 3: Provide a 3.5-inch floppy disk or email to comtech@csu.edu with new information in text format. The following must be included in the Subject line of your email: *website update {copy url address here}.* Ex.: *Website update www.csu.edu/DOSA/campuslife/campuslifeevents.htm*

Step 4: If information is provided on disk, place information in the paper bin (top) located in CRSU 243.

Step 5: E-mail will be sent to the requestor upon completion of the website.

Comments:

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Note:
Form location: *http://www.csu.edu/DOSA/campuslife/forms/website_update.pdf*

c:\webupdate\websiteupdateformv1