

Web Modification Request Form

Requesting Department: Date:

Contact Name: Request Due Date:

Phone: Email Address:

Change #1

☐ Create a New Page ☐ Change to Existing page

URL of the Page

Please copy the address line (URL) of the webpage you want changed from your browser.

☐ Change text

☐ Addition

☐ Delete

Description
of
Change

Change #2

☐ New Page ☐ Change to Existing page

URL of the Page

Please copy the address line (URL) of the webpage you want changed from your browser.

☐ Change text

☐ Addition

☐ Delete

Description
of
Change

Please submit additional form for additional changes

Submit

Print Form

Submit by Email

There are multiple ways to submit this form to Business Information Services.

1. The form can be printed on your local printer and faxed to 278-4788.

2. The form can be sent to Business Information Services via Email. Click on the "Submit by Email" button. If you are at your normal workstation, choose Desktop Email Application. This will open an Outlook e-mail message. You will have an opportunity to print a copy of the form for your records before you send the e-mail. Don't forget to attach any supporting documents or files.

3. The third and final way to submit a request is to mail the document through campus mail at zip: 6014

For BIS use:

Date Received:

Initial:

Date/ Completed:

Initial: