

Web Maintenance & Update Request

****A completed request form must accompany each update request.****

HOW TO SUBMIT YOUR REQUEST

1. Email to GSBS Web Team (gsbs_webteam@uth.tmc.edu). You may copy text/content from the web and paste into this form or paste into a separate file such as a Word document file that you reference on this form and attach to your email.
2. Clearly indicate whether each content item is to be deleted, edited or added. Additionally, please indicate any specific formatting, emphasis or placement within your instructions.

Date of Request: **m/d/yy**

Name:

Email:

Contact No.:

Type of request

(Check more than one if applicable.)

- | | |
|---|--------------------------|
| 1) Content Change | <input type="checkbox"/> |
| 2) Picture Change (Images will need to be attached to the email that contains the update request) | <input type="checkbox"/> |
| 3) Extensive rework of site/pages | <input type="checkbox"/> |
| 4) Broken Links | <input type="checkbox"/> |
| 5) New site/pages | <input type="checkbox"/> |
| 6) GSBS Essentials News Letter | <input type="checkbox"/> |

URLs to be updated	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

	Content Error/Content to Delete	Content Fix	Notes
1.			
2.			
3.			
4.			
5.			

Where applicable please indicate the run date of the information to be posted.	Start Date of Posting	End Date of Posting