

Web Service Request Form

This form must be completed before any site can be created for your department. A department head must sign all request forms. You may FAX all signed forms to x2034. Please allow five (5) business days for edits/updates. Expect major updates and new websites to take an additional 3 days, depending on the workload.

For existing websites requiring minor changes, a printout of the web page(s) with neatly and legibly written changes added is recommended with submission. Illegible corrections will delay your updates. Copy, graphics, and other files associated with your website must accompany all requests. Copy should be saved as text only (no preformatted word files will be accepted). Include a printout of formatted files, brochures, posters, flyers or announcements associated with the department site and/or event.

This request is for (Check One): New Website Update an existing website

* If you are requesting a new website, please skip sections A and B.

Date: _____

Office/Department: _____

Requested by: _____

Section A

URL(s) or path of work to be requested:

1. www.csu.edu/ _____
2. www.csu.edu/ _____
3. www.csu.edu/ _____

Section B

Instruction(s) of work to be requested:

1. _____
2. _____
3. _____

As I undersigned, I take full responsibility for overseeing the integrity of the content, spelling and grammar of the site being taken care of by the appointed website publisher. I realize that the department above is responsible for maintenance and assumes full responsibility for all published content.

***Note:** All requests must be submitted by the appointed site publisher of the department for which work is being requested; with exception of his/her supervisor. A department head/supervisor must sign all web service requests. All new website creation requests must come from a department head and this form must be signed by their supervisor.

Department Head Name: _____

Department Head Signature: _____ Date: _____