2018 Web Update Instructions

If you have a webpage or site that you would like updated please send the following information to Shannon Amidon at shannon.amidon@sjsu.edu

1. The exact page URL you want updated (e.g. http://www.sjsu.edu/mktba/students/index.html)

2. The specific information you want updated or changed:
   - If you want text added or removed please list exactly where on the page the text is (third paragraph, second sentence, etc.) and provide the updated text.
   - If you want text changed, please send the exact wording so I can copy and paste it replacing the old text. (not a word doc with tracked changes)
   - For images please attach the image and specify location.

3. The deadline you would like this done by. The typical turnaround time is 48 hours but there is some flexibility in that.

If you would like a page added please send me the URL you would like and the content above. For brand new websites contact me directly and we can plan, create and launch your site. It usually takes 4+ weeks due to web services accessibility checks and launch requirements.