

Webpage/site Updates 2/2014

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

The exact page URL you want updated

The specific information you want updated or changed

- If you want text added please list **exactly** where on the page the text is (third paragraph, second sentence, etc.) and provide the text.
- If you want text changed please send the exact wording so I can copy and paste it replacing the old text.
- You must provide any images you would like added and specify the exact location on the page.

The deadline you would like this done by. The typical turnaround time is 48 hours.

If you would like a page added or a new site please use the website request form

Please remember you need to send me at least 3 pieces of information, the exact URL, the info to be updated and the deadline you want this done by. Without these three things I cannot update our page/site.