

**Webpage/site Updates**  
**12/2013**

If you have a page or site you would like updated please send the following information to Shannon Amidon at [shannon.amidon@sjsu.edu](mailto: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 uploaded and specify location.

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 or a new site please use the website request form