

CHICAGO STATE UNIVERSITY

Office of Web Systems Development
Information Technology Division
websupport@csu.edu

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Web Service and Site Request/Renewal/Update Form

This form must be completed before any site can be created, edited and/or modified for your department. A department head must sign all request forms. You may FAX a signed copy to x2034. Please allow five (5) business days for edits and updates. Major updates and new websites will take longer, depending on the amount of work to be done. Consultation with the web team is required for all new websites and major changes.

For existing websites requiring minor changes, you must attach a printout of the web page with neatly and legibly written changes to this form. Illegible corrections will delay your updates.

A 3.5 floppy disk including all copy, graphics and other files associated with your website must accompany all major 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 your site or event The OWD - under no circumstances - will accept handwritten copy nor retype your content from printed materials.

This request is for (Circle one): New Website Update for an existing Website

Date: _____

Requested by: _____ Title: _____

Office or Department: _____ Location: _____

Extension: _____ FAX: _____ Department Email Address: _____

URL or URL requested for creation: www.csu.edu/_____

Name of Department Head: _____ Title: _____

Email Address: _____ Bldg./Room# _____

Extension Number: _____ Alternate Phone Number: _____

Department Head Signature: _____ Date: _____

As the undersigned, I take full responsibility for overseeing the integrity of content, spelling and grammar of the site being taken care of by the appointed website publisher. I realize that the OWD is not responsible for the maintenance and backups of content on this website. We assume full responsibility for archiving, content and backing up our website.

Description of Work to be Done/Request: (For faster processing, please present your request in numbered or bullet point format) If you require more space, please attach further instructions on your department's letterhead (Please Print legibly and in order of importance).

***Note: 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.**

03/2008