

OLIT Website Change Request Form

ver. 03/16/09

- 1) Please use the form below to expedite your request.
- 2) Send as an email attachment. If the change is nominal, follow this form's format in an email, and you need not use this form.
- 3) Copy this page as many times as you need for additional change descriptions.
- 4) Contact me (annalisa@unm.edu) if you have questions. *Thank you for your content contribution to the website!*

Change Request Header

Today's date:
(mm/dd/yy)

Change Ref ID:
(Office Use Only)

Your name:

Priority:

Your email:

How many changes are
part of this request?

Change Description

Change ID #:

Date to publish:
(mm/dd/yy)

Type of change: (select one)

Object to change: (select one)

ADD

DELETE

EDIT

LINK

CONTENT

PAGE

URLs involved in the change:
(please paste these in from the website)

Are files attached to this request? yes no
(please describe in comments below and attach in email.)

Original content:

New content:

Additional comments: