



Website Update Request Form

PLEASE COMPLETE THESE STEPS:

Complete all sections of the form below with the required information. Please allow 3-5 days for completion of updates. To ensure that projects are completed timely, please note the following:

1. Complete a draft of your proposed content on a separate Word document. Paste the existing content on your document and make any additions, changes, requests, etc. in red. Tips for your content review:
 - Review the photography on your page and request photography additions or changes as needed.
 - Separate content when necessary. Use a bold header to denote a new section.
 - Always write in the second person. For example, “You can pay your bill at Student Accounting.”
 - Review steps and processes. Numbered steps are helpful.
 - Do not reference a URL in your content. We will hyperlink instead. For example, “You can pay your bill at [Student Accounting](#).” Student Accounting would link to where this can be completed.
 - Eliminate PDFs and list the content on your web page. This does not include fillable forms.
 - Spell and grammar check your content.
 - Review any links in your left navigation bar. If these pages are for your office, please review content and provide edits on a separate Word document.
 - If you require a new web page or a page to be deleted, please note that.
 - Please make sure that you have reviewed your content changes with appropriate stakeholders.
2. Submit this form and your Word document content through **Adobe Sign** to your Cabinet member for approval and signature. Once approved, email this form and your approved Word document content to marketing@bccc.edu.

DATE

WEB PAGE URL

REQUESTED BY

CONTACT EMAIL

OFFICE NAME

APPROVING VICE PRESIDENT OR CABINET MEMBER ADOBE SIGN SIGNATURE AND DATE
