



University Relations & Marketing

Add or Change Web Editor & Authors Request Form

Requestor

Your Name _____ Staff Faculty Student

Your Title _____

Office/Department Name _____ Office Department Organization

Your Email _____ Date Requested _____

Web Section

Exact URL _____
example: <http://www.bowiestate.edu/about/news/university-relations-marketing/>

Change Requested

ADD NEW WEB EDITOR

Name _____

Title _____

Extension _____ Building/Room _____

Email _____

REMOVE OLD WEB EDITOR

Name _____

Email _____

Authorization Director / Dean/ Department Chair

I authorize the individual above to be the designated Web Editor for the designated department or office website. I have attached the Web Editor agreement and understand the responsibilities involved.

Dean/ Department Chair/ Director: (please print) _____

Signature: _____

Email the signed and completed form to the URM Web Specialist at acutair@bowiestate.edu