

## SC Website Edit Request Form

Please review the full SC Website Procedures on the [Staff Councilor Resources](#) page.

Submitter:
Submitted Date:
Submitter Email:
Submitter Phone:
Describe what changes you need in detail:
If a link needs to be fixed, please provide us with the exact URL (http://...). List as many as you need changed.
Priority Level?
Do you have a new idea? Please describe it in detail. Include: <ol style="list-style-type: none"><li>1. What need the requests fills</li><li>2. How it fits into our Strategic Plan</li><li>3. How it can be incorporated into the website</li><li>4. Any processes that will need to be created to support it</li><li>5. Who will create and maintain it</li></ol>

**Please save this form to your computer, then it email to [scouncil@unm.edu](mailto:scouncil@unm.edu).**

### **What Happens Next with your Website Edit Request:**

1. Form goes to Staff Council Administrative Officer.
2. Administrative Officer will triage the request according to level of service needed.
3. Administrative Officer will let submitter know turnaround time on completion.
4. Administrative Officer lets the submitter know when the website edit is complete.