SJSU | LUCAS COLLEGE AND GRADUATE SCHOOL OF BUSINESS

Webpage/site Updates

If you have a page or site you would like updated please send the following information to Shannon Amidon at shannon.amidon@sjsu.edu in a word or Google doc. (n excel or Google Sheets)

- **The exact page URL you want updated**
- The specific information you want updated or changed
- If you want text added please list exactly where on the page the text is (third paragraph, second
- sentence, etc.) and provide the text.
- If you want text changed, please send the exact wording so I can copy and paste it replacing the old text.
- You must provide any images you would like added and specify the exact location on the page.
- For broken links please send the URL of the page with the broken link and the text of the link.
- The deadline you would like this done by. The typical turnaround time is 48 hours.

Please remember you need to send me at least 3 pieces of information:

The exact URL
The info to be updated
The deadline you want this done by

Without these three things I cannot update the page/site.