Website Revision Form
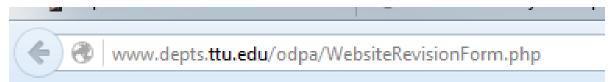
1. Click this link: http://www.depts.ttu.edu/odpa/WebsiteRevisionForm.php
   This link will take you to the page you see below.

2. Enter your name in the **Requester** box.
3. Enter your email in the **Requester Email** box. The email address you supply will be used for follow-up clarification, if necessary.
4. Enter (Copy + Paste) the URL of the page you are requesting edits for in the **URL** box. The URL is located near the top of your browser window. **Only enter ONE URL in this box**. See example below.

The text that appears in this box, located near the top of the browser window is the **URL**. Copy (Ctrl+C) and Paste (Ctrl+V) this text into the **URL** box on the Website Revision Form.

5. Enter as much detail as possible of the edit(s) you are requesting in the **Description of Edit(s)** box. If the editor is needing further elaboration or clarification, they will contact you using the email address you supplied above.
6. When form is complete, click **Submit**. Please allow ample time for the revision to happen.
7. **NOTE:** If you are needing to submit documentation or files to be uploaded, for example PDFs, Word Documents, etc., email Jonathan Bennings by clicking on his name, located at the bottom of the form. This link will automatically generate an email using the following template in the body of the email:

Requester:
Requester Email:
URL:
Description of Edit(s):
Please see documentation attached.

 Please do not change the format or the subject line.
While maintaining this format, please enter the information it is requesting. Attach any files or documents to this email.