

**WINTHROP UNIVERSITY**  
 University Relations  
 200 Tillman Hall  
**Web Work Request Form**

08/08

**WEB WORK ORDER POLICY**  
*(one request per form)*

- |                                                                                                                                                                                                                                                                                                                                                    |                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1) Web Work Request Forms will NOT be accepted via e-mail.<br>2) Fill in the white sections of this form as completely as possible.<br>3) Content (text, images, etc.) must accompany this work order.<br>4) Dean or Director signature is REQUIRED before work can begin.<br>5) Submit this completed form and all files to University Relations. | <b>WEB SHOP JOB NUMBER:</b><br><i>(to be used in all correspondences)</i> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|

DEPARTMENT NAME:	DEPARTMENT BUILDING & ROOM NUMBER:	PHONE NUMBER:	DATE:
REQUESTED BY:	AUTHORIZED BY: <i>(supervisor signature required - cannot be same as requester)</i>	DATE NEEDED: <i>(ASAP not acceptable)</i>	____/____ <i>month/day</i>
REQUESTER E-MAIL: <i>(...@winthrop.edu)</i>	NEW WEB ADDRESS REQUESTED: <i>(for official dept. acct.)</i>	EXISTING WEB ADDRESS: <i>(if applicable)</i>	

**WEB ACCOUNT & PERMISSIONS REQUEST**

Please note ALL persons authorized to edit the new or existing website noted above: *(Be sure to list the author's name and Winthrop e-mail address)*

1) Name _____ E-Mail _____	Account Type:	<input type="checkbox"/> ACC (Student)	<input type="checkbox"/> WIN (F/S)	Software:	<input type="checkbox"/> FrontPage	<input type="checkbox"/> Expression	<input type="checkbox"/> Other
2) Name _____ E-Mail _____	Account Type:	<input type="checkbox"/> ACC (Student)	<input type="checkbox"/> WIN (F/S)	Software:	<input type="checkbox"/> FrontPage	<input type="checkbox"/> Expression	<input type="checkbox"/> Other
3) Name _____ E-Mail _____	Account Type:	<input type="checkbox"/> ACC (Student)	<input type="checkbox"/> WIN (F/S)	Software:	<input type="checkbox"/> FrontPage	<input type="checkbox"/> Expression	<input type="checkbox"/> Other
4) Name _____ E-Mail _____	Account Type:	<input type="checkbox"/> ACC (Student)	<input type="checkbox"/> WIN (F/S)	Software:	<input type="checkbox"/> FrontPage	<input type="checkbox"/> Expression	<input type="checkbox"/> Other

NOTE: ALL Web authors MUST have FrontPage or Expression & security training BEFORE being added to a Web account.

**FOR UNIVERSITY RELATIONS USE ONLY**

URL approved as requested?  Yes  No Modified URL: \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_

SERVICE REQUESTED	SUBMISSION FORMAT	INSTRUCTION REQUESTED
<input type="checkbox"/> NEW Web author <input type="checkbox"/> NEW Web site <i>(Be sure to complete the Web address, account, and permissions sections above.)</i> <input type="checkbox"/> NEW Web page <input type="checkbox"/> Edit EXISTING page <input type="checkbox"/> Template design <i>(Web or e-mail)</i> <input type="checkbox"/> Online form <input type="checkbox"/> Flash presentation <input type="checkbox"/> PDF creation <i>(please contact Printing Services)</i>	FILE FORMAT: <ul style="list-style-type: none"> <li><input type="checkbox"/> CD</li> <li><input type="checkbox"/> E-mail</li> <li><input type="checkbox"/> Paper **</li> <li><input type="checkbox"/> Zip / Floppy</li> </ul> TEXT FORMAT: <ul style="list-style-type: none"> <li><input type="checkbox"/> Plain Text (txt)</li> <li><input type="checkbox"/> PDF (Adobe)</li> <li><input type="checkbox"/> Word (doc)</li> <li><input type="checkbox"/> Other:</li> </ul> ** NOTE: Be sure to submit ALL files WITH this form. Only markups of EXISTING pages will be accepted in paper format & must be attached to this form. ALL NEW content must be submitted in digital format. Work will begin upon receipt of content. Received in UR: _____ By: _____	<input type="checkbox"/> FrontPage assistance, one-on-one <input type="checkbox"/> Expression assistance, one-on-one <input type="checkbox"/> Basic HTML training <input type="checkbox"/> Security training <input type="checkbox"/> Scripting or CSS assistance <input type="checkbox"/> Usability testing guidance <input type="checkbox"/> Online survey / voting instruction <input type="checkbox"/> Search engine optimization instruction <input type="checkbox"/> Section 508 compliance (ADA) information <input type="checkbox"/> General training: <i>(Please explain)</i>

**WEB WORK**

*(Please write a detailed description of the Web project. If additional space is needed, write on the back of this form or attach an additional page.)*

<p><b>WEB WORK NOTES:</b>  <i>(for UR use only)</i></p> <p>Date received:</p> <p>Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No Initials:</p> <p>Date assigned:</p> <p>Assigned to:</p> <p>Date completed:</p>	<p><b>CONSULTATION REQUEST:</b></p> <p>As easy as 1, 2, 3 . . . To request a consultation with University Relations and/or a Web developer, please follow these steps:</p> <p><b>STEP 1:</b> Complete the online "Project Overview" and submit it.  <a href="http://www.winthrop.edu/web/project/overview.htm">http://www.winthrop.edu/web/project/overview.htm</a></p> <p><b>STEP 2:</b> When contacted by a University Relations staff member, choose a day/time for a meeting to discuss your Web needs.</p> <p><b>STEP 3:</b> Meet with University Relations staff to flesh out the Web project and establish a timeline.</p>	<p><b>CONSULTATION NOTES:</b>  <i>(for UR use only)</i></p> <p>Date contacted:</p> <p>Date replied:</p> <p>Date scheduled:</p> <p>In attendance:</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

\* Departments requesting work are responsible for all copyright materials & must comply with the policy (<http://www.winthrop.edu/dacus/copyright>).