

College of Liberal Arts and Social Sciences

Guide Sheet on Submitting a Website Edit Request

With the launch of Sitecore, the new content management system (CMS), at the direction of University Branding and Marketing, the LAS Dean's Office will manage change requests and maintain websites for LAS units.

Department chairs, program directors, and department assistants can request updates to their unit's website by completing the LAS Website Edit Request Form.

Typical Turnaround Times

The LAS Dean's Office will evaluate request submissions to determine prioritization based on typical turnaround times, listed below.

- Minor text or link edits: 3-5 business days
- Images or documents updates: 5-7 business days
- New pages or complex updates: 5-10 business days
- Time sensitive changes: 2-3 business days or adjusted as needed
- Requests requiring restructuring or advance planning: timelines adjusted as needed

Information Required

Provide your contact and unit information, task objective and description, URL(s) for page(s) affected by your request, and provide relevant attachments. For attachments, provide videos, images, and documents in final form suitable for the public audience. You may also provide a document with your edit request notes, if needed. If applicable, alert us to time sensitive changes that require immediate attention in the section provided.

Access the LAS Website Edit Request Form

Navigate to the form and log in using your BlueKey credentials, if prompted.

LAS Website Edit Request Form

Questions and Consultations

Website related questions or requests for consultations may be sent to Cristina Rodriguez (crodrig6@depaul.edu).

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