



Information Technology Center  
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## World Wide Web Submitting Procedures

The submitting procedure for new pages varies by the type of page being requested:

**University Pages**- All university pages must be approved by the Department Head, Dean, and the appropriate organizational Vice President. Upon approval, the information and a completed Web Page Update/Request Form must be submitted to the Webmaster located in Jacob T. Stewart Building, Room 149 or emailed to [morganb@gram.edu](mailto:morganb@gram.edu). The submitter must have a signed University Web Agreement Form on file before publishing documents.

**Student Organization/Personal Pages**- All special pages for individuals or university approved student organizations, must be approved by a department head, supervisor, sponsor, or an official university representative. These pages must be submitted to the Office of Communications and Public Affairs for review before publishing documents. Upon approval, the information and a completed Web Page Update/Request Form must be submitted to the Web Administrator located in Jacob T. Stewart Building, Room 149 or emailed to [morganb@gram.edu](mailto:morganb@gram.edu). The submitter must have a signed University Web Agreement Form on file before publishing documents.