# WEBSITE UPDATES

## THE PURPOSE OF THIS FORM:

This form will allow you to update various parts of the RTS website, including the following:

- **Add a Faculty or Lecturer Profile:** Use this option when you want to create a profile page for a faculty member who does not have one on the website already.
- **Update a Faculty or Lecturer Profile:** Use this option when you want to edit a faculty member profile that already exists on the current website. Select the parts of the page you need to update and submit the new information.
- **Add a Staff Profile:** Use this option when you want to create a profile page for a staff member who does not have one on the website already.
- **Update a Staff Profile:** Use this option when you want to edit a staff member profile that already exists on the current website. Select the parts of the page you need to update and submit the new information.
- **Add a Syllabus:** Use this option to upload syllabi for students to view online. Be sure to select the proper campus and semester under which it should be listed.
- **Add a New Page or Section:** Use this option when you want to create a new page that does not currently exist OR if you need to create a new section within an existing page.
- **Update a Page or Section:** Use this option when you want to edit existing information on a page. This will require little to no new creation or formatting. A few examples of this could include editing a sentence, changing a card, or replacing a document.
- **Report an Error:** Use this option when something is not working correctly or seems abnormal on the website.

## THE PROCESS:
• After opening the form, select which option you want from the dropdown menu.
• Submit your request.
• Communications reviews your request.
• If simply updating information, Communications will inform you when change have been made.
• If creating a new page or section, Communications will reach out for any further necessary information and/or to discuss ideas.
• Once changes have been made, Communications will inform you so you can review the updates.

COMMON QUESTIONS:

Q: Can I upload more than one syllabus at a time?
A: Yes! If they are for the same campus and the same semester, you may upload up to 10 at one time using the form. If you have more than 10 syllabi to upload at one time, you may email them to communications@rts.edu. Please be sure to include all the information necessary for posting, using the form as a guide.

Q: How long will the updates take?
A: Under normal conditions and number of submissions, you may expect the following:
• For requests to add a syllabus, please allow up to two (2) business days.
• For requests to add or update a faculty, lecturer, or staff profile, please allow up to five (5) business days.
• For requests to update existing content on the website, please allow up to five (5) business days.
• For requests to add new content or pages to the website, please allow up to ten (10) business days, though it could take longer depending on the complexity of the page.
• For errors discovered on the website, the timeframe will vary depending on how widespread it is and how critical the need for correction is. Simple errors will likely be rectified in the same business day, while more complicated errors may take a day or two.