



Date		Requestor	
Date Required		Department	

1. Authorization to Update Web Pages

If you complete this section you must also complete sections 2, 3, and 4.

	Check the Role Requested	Name of the Person to fill this Role
<input type="checkbox"/>	Department Contributor ¹	
<input type="checkbox"/>	Department Power Contributor ²	

-or -

Give _____ the same access as _____
(name) (name)

¹**Department Contributor** can add/edit/delete/view web content. Department Contributors cannot publish documents and web pages.

²**Department Power Contributor** has the same permissions as the Department Contributor, plus the ability add and delete pages

2. Authorization to Approve Web Page Changes

If you complete this section you must also complete sections 3 and 4.

	Check the Role Requested	Name of the Person to fill this Role
<input type="checkbox"/>	Department Approver ³	
<input type="checkbox"/>	Department Power Approver ⁴	

-or -

Give _____ the same authority as _____
(name) (name)

³**Department Approver** has the same permissions as the Department Contributor, plus the ability approve/publish.

⁴**Department Power Approver** has the same permissions as the Department Power Contributor, plus the ability to approve/publish.

3. **Navigation.** Please provide the navigation (steps to the location) of the page(s) or site(s) included in this request. For example, to request access to the Information Technology pages, the navigation would be:

www.rmu.edu/Departments/Information Technology

4. Approval (signature of Academic Dean or department head. This may be electronic approval by the Approver sending this form to webchanges@rmu.edu)