**Please fill out the form, save it, then email it to** **apmcomms@uw.edu**

APM Site Update Requests

APM public website updates will be attended to in the order they are received. All requests will be completed within a week (5 business days) and changes will be published Wednesdays after 3pm. For urgent requests, please specify accordingly and accommodations will be made as resources allow.

For multiple edits to a web page, please copy & paste page contents into a Word doc and use Track Changes to highlight all deletions/additions.

1. Name: Click or tap here to enter text.
2. Department/Division/Team: Click or tap here to enter text.
3. Phone Number: Click or tap here to enter text.
*Please enter your work phone number.*
4. Turnaround time: Choose an item.
5. Urgency Level: Choose an item.
*For requests marked “urgent” above, please specify your preferred timeframe above:*
6. Request Type: Choose an item.
*\*If you selected other, please enter below your request type.*Click or tap here to enter text.
7. URL of Web Page: Click or tap here to enter text.
*\*Copy & paste the entire URL that appears for the page appearing in your browser for example:* <https://anesthesiology.uw.edu/>  *Enter* ***ONE URL*** *per form-submit additional forms for multiple URLs.*
8. Description: Click or tap here to enter text.
*Include a complete description of your change request, and any related comments. If you selected APM directory update, the following sections are optional to add to your entry:
About Me (administrative tiles, medical specialties, etc.), Research (you may include links), Education & Training, Select Publication (you may include links), Languages, and Personal Interests.*
9. Other (optional): Click or tap here to enter text.
*Enter any questions or comments about the website. The APM communications team will follow up with you as soon as possible.*

**After filling out the form, please save this document and email it to the APM communications team** **apmcomms@uw.edu**

\**If you have any additional files, images, pdfs, word docs, excel spreadsheets, etc., please attach them before sending this form via email.*