

WEB UPDATE GUIDELINES

- Please send all web update requests to wicweb@kumc.edu.
- Subject line should be formatted as: "Department name – web updates"
- Copy and paste web addresses for each specific page to be edited
 - If referencing a QuickLink or a document, please include the link for the page where the link or document is found
- If requesting a copy change within a paragraph or large chunk of text, please copy and paste the section, make the edit, and highlight the edited portion or attach a document with track changes
- Please specify the file name of attachments as you refer to them, especially if there are 2 or more attachments included
- If requesting multiple edits, please try to send them all together in one email

