**New Webpage Request Form**

Thank you for using this form to request a new webpage! When completed, please send this form to sp2website@sp2.upenn.edu. Please include any images or PDF’s that should be incorporated into the page as additional email attachments.

Please note that in most cases, new content for the website should be incorporated into an existing page. If it would be more appropriate to incorporate the requested content into an existing page, the Associate Director of Web Services & Communications will be in touch.

Most website requests can be implemented within three working days of form completion.

**Content owner:**Who will be responsible for the page content and sending updates related to the content as needed? If more than one person is responsible for different pieces of content, please note that information here or throughout the document. Note that this information is for internal use and will not appear on the website.

**Webpage title:**

**Webpage subtitle:**

**Content:**Please include all content below. It is helpful to notate page sections, subheadings, etc. utilizing bold and/or enlarged text.

If incorporating existing website content, please copy and paste the current website text here. Then, using the Track Changes function of Microsoft Word (available under the Review tab), make your edits to the current webpage text. Track Changes will clearly indicate the edits that need to be made and ensure that all changes are completed properly.

**Contact information:**This information will appear in the page footer. If necessary, several peoples’ contact information can appear on the page.

**Related links:**The related links section appears in the footer of most pages of the SP2 website. Please note any links (to either internal or external sites) that should be included here. This is a good place to call out important or frequently used links, even if they have already been included elsewhere on the page.

***Optional:* Should this page be PennKey-protected?**Yes or No

***Optional:* Requested anchor links:**Anchor links send a user to a specific spot on the webpage (ex. https://www.sp2.upenn.edu/program/phd-in-social-welfare/#curriculum). They can be added to most headings and sections of content on the page. If there are any parts of the page that you would like to have an anchor link, please indicate the section heading/title here.