

[Home](#)[CEO Hotline](#)[Viewpoint](#)[Classified Ads](#)[Archives](#)[Metro.net \(web\)](#)

Resources

[Safety](#)[Pressroom \(web\)](#)[Ask the CEO](#)[CEO Forum](#)[Employee Recognition](#)[Employee Activities](#)[Metro Projects](#)[Facts at a Glance \(web\)](#)[Archives](#)[Events Calendar](#)[Research Center/Library](#)[Metro Classifieds](#)[Bazaar](#)

Metro Info

[30/10 Initiative](#)[Policies](#)[Training](#)[Help Desk](#)[Intranet Policy](#)

Need e-Help?

Call the Help Desk
at 2-4357

[Contact myMetro.net](#)

[Web Tips 101] by Vivian Tran



Vivian Tran is the Communications Manager of Web Services.

Got a question about the Web? Click here to [Ask Viv!](#)

Editor's Note: Thank you for your wonderful responses to the new Web Tips 101 column we started for the first time last week on *myMetro.net*. This week we discuss how content gets updated to Metro's websites – metro.net (public) and the Intranet (internal only).

(Sept. 25, 2008) Today's column is about how to make a web request to:

- Update an existing webpage
- Create a new metro.net webpage
- Establish a new Intranet website

To update an existing webpage or to create a new metro.net webpage requires – surprise! – a Web Update Request Form. We also refer to these forms as "white sheets" for the web. Most departments work with an account executive for all web requests. Metro's five senior account executives are Jeff Ringsrud, Elizabeth McGowan, Yvonne Price, Omark Holmes and Robin O'Hara. The AEs handle quite a range of projects, including the coordination of all web materials that need to get posted online. Your AE also would help you complete the Web Update Request Form. Please contact your AE or myself if you have any web update requests.

To request for a new Intranet (internal only) website, go to <http://intranet1/> and look for the hot link called "Forms Online." When you click on the link, you'll see a category called "Intranet." Find the online form called "Creating an Intranet Web Page." Please complete this form and submit it to me.

Next week ... Copyright issues on the Web.