

How to Request Editor Access for a Standard Website

Follow these step-by-step instructions for giving editor access for a standard website.

- [Course website](#)
- [Department website](#)
- [Organization website](#)
- [External organization website](#)

Step-by-step guide

Refer to the appropriate instructions based on the standard website type.

Personal website

Additional editor access cannot be requested for personal websites.

Related articles:

[Page:How to Install Microsoft Project 2016/2013 From Microsoft Imagine](#)

[Page:How to Request a Standard Website](#)

[Page:How to Edit a Faculty and Staff Directory Profile](#)

[Page:How to Log In to Your University Blog](#)

[Page:How to Enable JavaScript in Firefox](#)

Course website

1. Make sure the potential editor(s) reviews the [Web Policy](#).
2. Complete the course web developer form:
 - [Course Web Developer Form \(Microsoft Word\)](#)
 - [Course Web Developer Form \(PDF\)](#)
3. Submit the course web developer form to web@missouristate.edu.

Department website

1. Make sure the potential editor(s) reviews the [Web Policy](#).
2. Complete the departmental web developer form:
 - [Departmental Web Developer Form \(Microsoft Word\)](#)
 - [Departmental Web Developer Form \(PDF\)](#)
3. Submit the departmental web developer form to web@missouristate.edu.

Organization website

1. Make sure the potential editor(s) reviews the [Web Policy](#).
2. Complete the organization web developer form:
 - [Organization Web Developer Form \(Microsoft Word\)](#)
 - [Organization Web Developer Form \(PDF\)](#)
3. Submit the organization web developer form to web@missouristate.edu.

External organization website

Editor requirement

Editors for external organization websites must have BearPass Logins.

1. Make sure the potential editor(s) reviews the [Web Policy](#).
2. Complete the external organization web developer form:
 - [External Organization Web Developer Form \(Microsoft Word\)](#)
 - [External Organization Web Developer Form \(PDF\)](#)
3. Submit the external organization web developer form to web@missouristate.edu.