|  |  |
| --- | --- |
| unmlogo | 03/29/2011 v3.5**Portal Object Change Request** |

*Fill out this form and email to itweb@unm.edu.*

|  |  |
| --- | --- |
| Name of Change Request: |  |

**Requestor Information**

|  |  |
| --- | --- |
| Requestor Name:  | Request Date:  |
| Requestor Dept.:  | Requestor Phone:  |
| Requestor Title:  | Requestor Email:  |

**Change Information**

|  |  |
| --- | --- |
| **Urgency:** Low Med High Emergency  | **Date needed in production**:  |
| **Tab Change(s) Needed:** (check all that apply)  Add tab(s) Remove tab(s) Change tab(s) Change tab steward office | **Channel Change(s) Needed:** (check all that apply) Add channel(s) Remove channel(s) Change channel(s) Change channel steward office |
| **Reason for change:**   |
| **Impact on users:**  Low Med High | **Impact on other systems** (WebCT, LoboWeb, etc.):   |

**Change Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Object Type** | **Object Name** | **Description of Change** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

**Approvals Required**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change Type** | **Object Steward** | **Portal Governance Committee** | **ERP-Leadership** | **ERP-Steering Committee** |
| Add Channel | Final approval | Inform |  |  |
| Remove Channel | Final approval | Inform |  |  |
| Change Channel | Final approval | Inform |  |  |
| Add Tab  | Approve | Final approval | Inform |  |
| Remove Tab  | Approve | Final approval | Inform |  |
| Change Tab  | Approve | Final approval | Inform |  |
| Steward Change | Approve | Final approval | Inform |  |
| Portal-wide Changes |  | Approve | Final approval | Inform |

**Approvals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Object Type** | **Object Name** | **Steward Office** | **Contact Name** | **Email** | **Phone** |
|  |  |  |  |  |  |
| **Signature**:  | **Date**:  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Object Type** | **Object Name** | **Steward Office** | **Contact Name** | **Email** | **Phone** |
|  |  |  |  |  |  |
| **Signature**:  | **Date**:  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Object Type** | **Object Name** | **Steward Office** | **Contact Name** | **Email** | **Phone** |
|  |  |  |  |  |  |
| **Signature**:  | **Date**:  |

**Email Approvals**

**Appendix: Supporting documents and images**