The new submission form for onCampus Today and onCampus Weekly provides faculty and staff with an improved experience through easier photo upload, email notification and a personalized dashboard that can be used to track both published and unpublished submissions.

The following slides explain the improved form and how you can use it.
SUBMITTING A REQUEST
Visit [go.osu.edu/umrequest](http://go.osu.edu/umrequest) and log-in with your Ohio State name.# and password.
You will initially be taken to a page that has a blue **+New Request** button in the upper right hand corner. Beneath the button is a field where you can select your request type.

Select **onCampus Requests** from the drop down, the form will appear so you may begin your new request.
Next, add a **Subject** that briefly describes your entry. This will not appear in the newsletter, but will be available for you to reference in your dashboard later. Your name will be already populated in the **Primary Contact** field.

If you have supporting documents or images to accompany the news item, you can either drag and drop them into the gray box, or click **Add Documents** and upload from your computer.
After you’ve completed the information at the top of the form, scroll down and complete the other requested fields.

Entering **Requested Dates** does not guarantee that your item will appear on that day or will appear twice, but instead determines a publication timeframe to consider.
After completing the information, click the orange **Submit Request** button in the bottom left corner of the page.
You’re done! You’ll receive an email notification letting you know that we’ve received the request and will consider it for publication in an upcoming edition of *onCampus Today* and/or *onCampus Weekly*.
THE REQUEST
DASHBOARD
Once your item has been submitted, you will be taken to the request dashboard where you may review a list of your recent requests, as well as past news items you’ve submitted for onCampus Today or onCampus Weekly.

This dashboard will continue to aggregate these submissions, as well as any other requests you’ve shared with University Marketing.

On your dashboard, you will have both Open and Closed requests. Open requests are ones that are pending publication. Closed requests have already been published, or will not be published. At the end of each week, items that have passed their requested publish date(s) will be closed.
For more information about onCampus deadlines, content criteria and publication profiles, visit:

go.osu.edu/onCampusToday