

Requesting changes to Sussex website content

From 10 February 2026, all external-facing website updates and new content requests will go through the **University Digital team**.

Here's how it works:

- **Step 1 – Send a request**

- Email digital@sussex.ac.uk.
 - You'll get a confirmation, and you might be asked for more detail

- **Step 2 – Discuss and clarify**

- If needed, the team will contact you to clarify requirements.
 - Sometimes a quick conversation is all it takes but it may take longer.

- **Step 3 – Review and sign off**

- The team will work closely with you to check the content works.
 - They may check in once or several times during the process or go straight to sign-off.

- **Step 4 – Content published**

- You'll get a message when the content is live
 - The team will work with you to check it's effective and to make it even better over time.