Campus-wide Digital Sign Content Submission Instructions

Information Technology Services (ITS) has created a process to request posting of content for University sponsored activities and events on the digital signs. All requests from faculty, staff, and students will be accepted for consideration.

To make a request:

1. Visit support.uwlax.edu and log in with your UW-L NetID username and password.

2. From the Request Type drop down select “Technical Services”.

Questions?
Contact the Eagle Help Desk: 608.785.8774 | helpdesk@uwlax.edu | https://uwlax.edu/its
3. A second drop down will appear, select “Digital Signage.”

4. A third drop down will appear, select “Content Request.”
5. Follow the on-screen instructions to complete your request. There is the option of including a descriptive subject line and information about the preferred start and end dates for your digital sign slide. Click **Add File** to attach your image or PowerPoint file. **Note: Select N/A for both Location and Room before clicking Save.**

6. Once you have completed the necessary steps, click **Save** to complete your request. For more information or help on submitting requests to ITS see this FAQ: [https://support.uwlax.edu/helpdesk/WebObjects/Helpdesk.woa/wa/FaqActions/view?faqId=110](https://support.uwlax.edu/helpdesk/WebObjects/Helpdesk.woa/wa/FaqActions/view?faqId=110)

Your information can be in the form of a PowerPoint slide formatted for 20" width x 11.25" height in the page setup. **It is IMPORTANT that you use the 20" wide x 11.25" high page setup to scale your slide to fit the wide format of the monitors with enough resolution.**

If you are using another graphics software program to create your slide, the graphic needs to be in the horizontal (landscape) format, 20" width x 11.25" height with a minimum 150 dpi resolution as a JPEG or PNG file.

Questions?
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Keep your slide easy to read with good contrast between the slide background and the text. Each slide is up for only 8-10 seconds so make sure those viewing/reading your slide can read your information accurately in that time. Please check carefully for typos before submitting your slide.

Requests should be made 10 business days before content needs to be displayed to campus. Once content is published it will be visible on public digital signs campus wide. ITS will work to complete all requests, but please be aware the amount of content that can be displayed in a 10-second time frame is limited.

If you have any questions, please contact the Eagle Help Desk at (608) 785-8774 or helpdesk@uwlax.edu.