

How-To Guide

Submitting Announcements

To submit announcements to University Communications for placement on the Centrallink homepage, please follow the steps below.

1. If it is an emergency announcement, please contact University Communications at 774-3197. If this emergency announcement occurs after hours, please call 854-0031.
2. If the announcement is not an emergency, please fill out the USource Form at https://centrallink.cmich.edu/administration/university_communications/Pages/usource.aspx or by using the USource button within My Favorites. When filling out this form, make sure to select Announcements as the category.
3. Once you submit this form, it will be sent to University Communications for review. University Communications will contact the person who submitted the announcement within 2 business days.