

Ticket # _____
Date Entered _____
Date Closed _____

Group Account Request University Office/Division

Please fill-in the form on-line and then print for signatures

Request: I am requesting a “Group” TrumanNT Account* E-Mail Account Web Space*
*Note: A TrumanNT account is **required** if a student will be maintaining the web space.

Full or Descriptive Name of Group Making Request: _____

Requested TrumanNT ID & E-Mail USERNAME: _____
This ID must be limited to 8 characters or fewer.

Web Address: http://_____ .truman.edu
This name may be up to 63 alpha-numeric characters and may include a hyphen. If your web address is longer/different than the 8-character e-mail ID selected BUT you want your e-mail address to match your web address, you must also request an e-mail alias. **Make alias?**

Faculty/Staff Technical Contact: _____ Authorized user on web space?
Print Name: _____ Phone: _____ E-mail: _____
Signature: _____ Date: _____
By signing this, I agree to be responsible for the usage of this account. *Related Policy*

Webmasters will be: Mac Users PC Users Linux/Unix Users Mixed

Will a data share be required?
(this is a location to which custom (non-FrontPage) scripts can write and where file permissions can be manually manipulated)

Do you want the web to have FrontPage Extensions?
see <http://sciris.shu.edu/Manuals/FrontPage/serk/ovwhatis.htm>

Additional **faculty/staff** members whom you authorize to have access to maintain the group web space.
(Please note that individual students cannot be given access in this fashion.) For student access, you must request a TrumanNT account as specified above.

Real Name: _____ TrumanNT ID: _____
Real Name: _____ TrumanNT ID: _____
Real Name: _____ TrumanNT ID: _____

Approved By (Division Head or Department Director): _____ Authorized user on web space?
Print Name: _____ Phone: _____ E-mail: _____
Signature: _____ Date: _____
By signing this, I approve the creation of and agree to be responsible for the usage of this account. *Related Policy*

Comments or Special Instructions:

****Please return completed forms to the ITS Help Desk in McClain Hall 112
(in the registration tunnel)****