

Ticket # \_\_\_\_\_

Date Entered \_\_\_\_\_

Date Closed \_\_\_\_\_

## Web Space/Group Account Request

*Chartered Truman Organization*

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

**Request:** We are requesting:      Account ID              E-Mail Account              Web Space\*\*  
\*\*Note: an account ID is required if a student will be maintaining the web space.

Group Making Request: \_\_\_\_\_

**Account Details:** We recommend making the ID, e-mail address and Web address the same for ease of use and branding for your organization. However, there are times when it is necessary or desirable for these to be different. Please fill out accordingly.

Group Account ID: \_\_\_\_\_ (This is **NOT** an individual's personal ID)

E-mail Address: \_\_\_\_\_@truman.edu

Web Address: http://\_\_\_\_\_.truman.edu

OPTIONAL: Alternate Web Address: http://\_\_\_\_\_.truman.edu

**Contact Information:** Those signing this form agree to approve the creation of and the content of the account. They further agree to comply with University regulations governing network account usage. E-mail will be periodically sent to both the advisor and webmaster regarding account information, server updates and password information. (See [Related Policy](#))

Webmaster: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Website Configuration:** Please answer carefully so that your web account is properly configured for successful access and programming functionality.

Default: Windows Users using FrontPage or Web Folders

Custom Options (*may take slightly longer to complete request*):

Windows Users, but not using FrontPage

Linux or Mac Users

Mixed Users

**CSI Review:** Organization is chartered and in good standing?      NO              YES  
\_\_\_\_\_ CSI Employee – please sign and date

*Please indicate any comments or special instructions on the reverse of this page after printing.*

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

approved form April 2005