

Eastern Connecticut State University Web Publishing Authorization Form

Departments and individuals seeking to publish content to the web in an official capacity must complete and submit this form for approval. The purpose of this form is to verify that the applicant has read and agrees to abide by the policies set forth by the Web Policy and review Committee:

<http://www.easternct.edu/webdev/wprc/policies/web-policy.html>

INSTRUCTIONS

This form can be completed on the computer by entering data into the fields below. Once you have completed the form, print it, and collect the required signatures and mail it to the appropriate administrator. Submit one form per applicant.

SUBMISSION PROCESS

Basic Web Pages: Submit form to Bill Kenney, Web Server Administrator, Media Building 252.

Calendar of Events and Adobe Connect: Submit form to Kevin Gill, Director of ITS Support Services, Media Building 252.

Blogs, Surveys/Forms, SharePoint, and Knowledgebase: Submit form to Mike Palumbo, CIT Services, Library 420.

Third Party Internet Service: Submit form to Ed Osborn, Director of University Relations, Gelsi-Young Hall Room 332.

Third party Internet services include Facebook, YouTube, Flickr, Twitter, Google Plus, and other social networks.

NOTE: Students Worker Accounts for blogs and surveys require a full-time staff or faculty member to approve, as well as submit a separate form for their own account, and receive training on the same system in order to facilitate the moderation or supervision of the student worker.

First Name:

Last Name:

Department:

Phone: 465-

Eastern Email:

Web Content Type:

Web Content Status:

Third Party Internet Service (if applicable):

I have received, read and understand the policies set forth by the Web Policy and Review Committee, on behalf Eastern Connecticut State University. All Web content which I create and/or maintain that can be served by any World Wide Web server connected to Eastern Connecticut State University's network will abide by these policies.

Applicant's signature: _____

Date:

If the applicant is a student, or the Web Content Status is anything other than personal/individual then an appropriate supervisor signature is required. Departmental/Official status requires the department Chair or Director signature.

Supervisor/Chair/Director signature: _____

Date:

ITS Approver signature: _____

Date:

Chair/Director: Please indicate whether maintainers of a current service should be replaced by this applicant

Replace Current Maintainer(s)

Retain Current Maintainer(s)