



## Application for UNC WWW Account Departmental

Accounts used to post web pages on ([WWW.UNCO.EDU](http://WWW.UNCO.EDU)) are available to UNC Colleges, Department, programs, and officially chartered organizations. Each account must have an author who will act as the responsible party for the page.

*This form is to create or provide access to for a department website. i.e. Biology or Psychology website.*

Questions regarding UNC WWW policies/standards may be addressed via Email to [webmaster@unco.edu](mailto:webmaster@unco.edu).

### Step 1: Complete the Client Information Requested

#### CLIENT INFORMATION:

*First Name:* \_\_\_\_\_ *Last Name:* \_\_\_\_\_

*Bear Number:* \_\_\_\_\_ *Department:* \_\_\_\_\_

*Office Location:* \_\_\_\_\_ *Phone #:* \_\_\_\_\_

*Campus Affiliation:*      Faculty                      Staff                      TA/GA                      Student Employee

*Do you have a First.Last name account?*     Yes                       No

### Step 2: Request an Action

#### Action Requested:

- Create new website and add user access.
- Add user to existing Website

### Step 3: Provide the Website Information and obtain Ronna Johnston's signature

**\*Note\*** If "Create new website and add User access" was selected please have below signed by Ronna Johnston before submitting to the Technical Support Center.

*Director of Web Communications Signature:* \_\_\_\_\_  
Ronna Johnston, Carter Hall Room – 2009 Phone: 351-1848

*Web Author's name:* \_\_\_\_\_ *Email:* \_\_\_\_\_

http://www.unco.edu/ \_\_\_\_\_

http://www.unco.edu/ \_\_\_\_\_

http://www.unco.edu/ \_\_\_\_\_

*To access you will need to enter information as shown below:*  
Username: UNCO1\First.last name (e.g. UNCO1\Tom.Smith)  
Password: \*\*\*\*\*

*(Your user name and password information will be the same that you use to login to your domain account.)*

## Step 4: Sign the Web Author Agreement

### WEB AUTHOR SIGNATURE

PLEASE REVIEW AND SIGN

I acknowledge that I have read the University of Northern Colorado procedures for the administration of the Family Education & Privacy Act at <http://www.registrar.unco.edu/Ferpa.htm> and the University of Northern Colorado Information Technology Procedures at <http://www.unco.edu/it/Policies/computingproceduresindex.html>. I further acknowledge that I understand my responsibilities as related to FERPA and to the Information Technology policies and understand that unauthorized release of student information is in violation of the FERPA policy and will necessitate the revocation of access to the University data. Violation of FERPA and Information Technology policies and any improper use of computer resources may result in disciplinary action up to and including termination.

*Web Author Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## Step 5: Obtain the Signature of your Department Head or Advisor

### DEPARTMENT/ADVISOR SIGNATURE

PLEASE REVIEW AND SIGN

When you sign this request to grant access you assume the responsibility to provide training for the person receiving the authorization, to provide information about FERPA, to monitor the use of the information, to request the cancellation of access should the user resign or be terminated from his/her position, and authorize changes for login.

*Department/Advisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## Step 6: Deliver to the Technical Support Center

### DELIVERY INSTRUCTION

After all parts are filled out and signed please send to the Technical Support Center via one of the following options:

Fax—970.351.1354

Campus Box—Number 19

Office Location—University Center

**IF YOU HAVE QUESTIONS ABOUT THE COMPLETION OR STATUS OF THIS REQUEST  
PLEASE CALL (970) 351-HELP (4357)**

UNIVERSITY of  
NORTHERN COLORADO

