Web Site Request

This form is to request a Stevens-hosted web site for your department or organization. Submit the completed form by delivering it to Information Technology at the Computer Center or by attaching it to a Help Desk ticket (stevens.edu/helpdesk) including handwritten signature.

Your Name: _____ Date:_____

Your Stevens Username: _____

Department/Organization: _____

Preferred URL: **stevens.edu/**_____ (a-z, 0-9, -, _ only)

Usernames to have update access: _____

_____
(Include your username if you require access. Contact the IT Help Desk to add or remove authors in the future.

Do you require PHP/CGI? ___   Do you require a mySQL database: ___

To be filled out by Information Technology only:
mySQL database name: _____

Special Requirements: _____

_____

Signature: _____
(Dean for Student Life or faculty advisor signature required for clubs/organizations.)

Guidelines for All Web Sites:

Stevens authentication accounts are not to be shared with anyone under any circumstances. Accounts are assigned to individuals; they are not to be shared between employees, consultants, departments, teams, etc. Web site content must conform to Stevens Acceptable Use Policy:
http://www.stevens.edu/acceptableuse

Web sites that are inactive for more than two years will be removed. Before removing a site, Information Technology will notify the site administrator of record and wait 30 days for a response.