



## Web Share Application

### Directions

1. Review the Campus Web Site Policies & Procedures at: <http://www.uwgb.edu/webdev/policy.htm>
2. Create web page on disk, a personal M: drive, departmental share, or [request space on the test server](#).
3. Fill out this application.
4. Submit completed application along with a copy of the web site to the University Webmaster, IS1144.
5. The University Webmaster will review the site.
6. You will be notified when site is approved and web share created.

The head of the department/organization or student org advisor is responsible for ensuring compliance with web policy and for all content pertaining to that department/organization on the UW-Green Bay web server. This person is also responsible for informing the University Webmaster should there be a change in the persons maintaining the site.

Name of Department/Organization/Project: \_\_\_\_\_

Requested URL: <http://www.uwgb.edu/>\_\_\_\_\_

Head/Advisor of Department/Organization (must be a faculty or staff member)

Name: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person maintaining site

Name: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

In the space below, list up to 2 individuals who should also be granted access.

Note: Students workers will only be given access through a student departmental account, not to an individual student. Students doing projects for credit will be given access through their network account.

1. Name: \_\_\_\_\_

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

If access is granted to a student, when should it be terminated? Date: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

If access is granted to a student, when should it be terminated? Date: \_\_\_\_\_

*I have read "[Campus Web Site Policies and Procedures](#)" and agree to manage web pages in accordance with the requirements of these documents.*

Head/Advisor of Department/Organization \_\_\_\_\_ Date: \_\_\_\_\_

Person Maintaining Site \_\_\_\_\_ Date: \_\_\_\_\_

University Webmaster \_\_\_\_\_ Date: \_\_\_\_\_