

## Request for a Special Account for an Existing SIUE Web Directory

*Please print and return to SIUE Web Administrator, Campus Box 1063 or Fax 650-2717.*

Existing Department/Organization Name: \_\_\_\_\_  
Name of existing web directory/subdirectory for which account is required. Please fill out a separate form for each subdirectory that should have separate permissions (www.siue.edu/**foo**, www.siue.edu/foo/**subfoo**). Please provide the **full** URL below.

Current Directory Owner Name (if changing): \_\_\_\_\_

New Directory Owner Name: \_\_\_\_\_  
SIUE E-mail address: \_\_\_\_\_@siue.edu Campus Box: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Page Authors Name (if other than owner): \_\_\_\_\_  
E-mail address: \_\_\_\_\_@siue.edu Phone: \_\_\_\_\_

Others, in addition to the above, who should be included to receive correspondence with regard to this directory:

Name: \_\_\_\_\_ SIUE E-mail address: \_\_\_\_\_@siue.edu

Name: \_\_\_\_\_ SIUE E-mail address: \_\_\_\_\_@siue.edu

I understand that as the owner of a special account, I am responsible for safeguarding the password for this account. I may share it with anyone to whom I wish to give web publishing permission. I know that it is my responsibility to change the password for this account as personnel changes occur. And, I realize I put my entire web site in jeopardy of being compromised by unscrupulous parties should I create a password that could be easily guessed by otherwise unauthorized individuals. I further understand that our web site must continue to adhere to the [SIUE Web Guidelines](http://www.siue.edu/misc/guidelines_web.shtml) [http://www.siue.edu/misc/guidelines\_web.shtml].

Unit head's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Directory Owner's signature (if changing): \_\_\_\_\_ Date: \_\_\_\_\_

New Directory Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Page Author's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Web Administrator Use Only**

URL: \_\_\_\_\_

Special Account:

\_\_\_\_\_

.forward:

\_\_\_\_\_

Owner:

\_\_\_\_\_

Directory created: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_

Content submitted: \_\_\_\_\_ Linked: \_\_\_\_\_

**URL:** <http://www.siu.edu/cwis/regsiue.html>

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