

Old Dominion University – Office of Computing and Communications Services
WWW Site Establishment and Access Request Form

Please complete and submit to the OCCS Account Manager in Engineering & Computational Sciences Building, Room 4700.

Note: Incomplete request forms will be returned unprocessed.

A. Registrant Information

Print Last Name: _____ College: _____
(if applicable, i.e.: Arts and Letters)

Print First Name: _____ Department: _____
(i.e.: ENGL, Finance Office, Student Services)

ODU Email ID: _____ Campus phone: _____
(i.e.: rsmith) (department, office, etc.)

ODU MIDAS ID: _____ Budget Code: _____

A MIDAS account is required to maintain sites in the Old Dominion University web environment. You may activate your MIDAS account at midas.odu.edu if you haven't done so.

I am: Faculty Classified/Hourly Staff Student Worker
 Research Foundation GA/TA Other

ODU UIN: _____ If Other, please describe:

B. Access

Check one:

B1. New campus organization site (name of organization) _____

B2. Maintaining current, existing site, please provide full URL of the current site/folder you wish to maintain:

<http://www.odu.edu/english> (example)

<http://>_____

For Faculty Only: All faculty instructional sites should be requested online at <http://www.odu.edu/oduedit> by clicking on *First Time User*. Do not use this form.

C. Acceptable Usage Statement - Read very carefully before signing.

Users are granted access to computing, networks, and information stored electronically contingent upon their prudent and responsible use. Access is granted to the individual and no individual can transfer or share access with another (unless the account is a CMS Library Account). Customers may not (1) use information or resources for any illegal or unauthorized purpose or act, i.e., to violate state or federal laws or any established policies and procedures of the University; (2) participate in any behavior that unreasonably interferes with the fair use of other customers or harms them in any way; (3) use resources or information for commercial purpose without prior VP-A&F authorization. Customers should know that computer-based files and information located on university-owned computers are regarded as property of the University. Misuse of computing, networking, and information resources may result in severe consequences.

By signing below, I acknowledge understanding of the information contained above and offer consent to the following: (1) in any investigation of misuse, the University may inspect, without prior notice, the contents of files and any related computer-generated printouts or material stored in my account; and (2) customer files may be inspected occasionally by systems personnel when assuring system integrity or performing related resource management duties.

Registrant

Print Name: _____ Signature: _____ Date: _____

Academic Advisor, Faculty Sponsor, Budget Unit Director

Print Name: _____ Signature: _____ Date: _____

Budget Unit Director

Print Name: _____ Signature: _____ Date: _____

BUD UIN: _____

FOR OFFICE USE ONLY

Account ID: _____ Tracking Number: _____ Notes DB: Yes No Web Administrators: _____