Office of Technology Services
Request for New Web Site

This form is for requesting the setup of a new, hosted UE departmental or organization web site. This form is not for requesting personal (student/faculty) web sites.

Web Administrator: ________________________________  ACENET User ID: _________

Administrative Sponsor: ____________________________  ACENET User ID: _________

Organization Name: ________________________________________________

Desired Address: http:// _______________________________ . evansville . edu

If the desired address is an abbreviation or acronym, please explain the abbreviation or acronym:
_______________________________________________________________________________

Brief Description of Web Site:
_______________________________________________________________________________
_______________________________________________________________________________

Web Site Guidelines and Conditions:
• Space limit for all web sites is 200MB
• Additional user access to web site must be requested by the sponsor
• All academic and departmental web sites must abide by the standards set forth by the Integrated Marketing Communications guide located at: http://www.evansville.edu/aboutue/universityrelations/imc/webstandards.asp
• Web site registration and accreditation are the sole responsibility of the sponsor and web administrator

Failure to comply with any of the guidelines or conditions of this policy will result with the web site being disabled following a one-time notice to the advisor.

I agree to adhere to the web site policies posted above:

__________________________________________________  _____________
Signature of Web Administrator         Date

__________________________________________________  _____________
Signature of Advisor or Direct Reporting Manager      Date

Forward a signed copy of this document to Steve Ernstberger in University Relations.

Last Revised: 01-22-09