

Departmental Website - P: Drive Access Request

[Not an interactive form - Print and return to IT Services Help Desk, Kettler 206]

DIRECTIONS: The employee's Department Head or Supervisor should complete this form.

1. Please **Print** 
2. Direct **questions** to Scott Vitz (KT 205-A phone: 6198).
3. Allow 5 working days, upon receipt at IT Services, for completion of this request

This section must be completed for all requests.

 **Department Head/Supervisor Signature Required:** **Date:**

Caution : Although it's a good idea to have at least two people who understand how to edit and save departmental Web pages, **only one** of those people should be designated as "keeper of the page". Two people cannot edit the same page at the same time. If your department utilizes more than two people with website access, additional forms are required.

Department: Science Fair

Does Departmental Website already exist? Yes / No

P: drive folder name: _scifair

Dept. URL: http://www.ipfw.edu/scifair

For IT Services Use Only

Server: _____

Directory Name: _____

Account Setup Date Completed: _____

Please include information on **new** editors below.

Information on Editor # 1 - "Keeper of the Page".

Last

Name: Vartanian

First Lesa

username: _____

Campus Phone: _____

Employment Status (circle one):

Administrative / Clerical / Service / Associate Faculty / Full-Time Faculty / Other:

Workstation Operating System:(circle one) Windows 98 / NT / 2000 / XP Macintosh Other:

Information on Editor # 2 - "Assistant Keeper".

Last

Name: _____

First _____

username: vartanil@ipfw.edu

Campus Phone: 5786

Employment Status (circle one):

Administrative / Clerical / Service / Associate Faculty / Full-Time Faculty / Other:

Workstation Operating System:(circle one) Windows 98 / NT / 2000 / XP Macintosh Other:

For IT Services Use Only

Notes:

If new, the URL will be <http://www.ipfw.edu/>_____

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URL: <http://www.its.ipfw.edu/docs/forms/cdp5.html>

Contact: Pam Zepp, Coordinator of Training & Documentation, IT Services, 481-6031

Comment Form: [Information Technology Services](#)