



Web Account Request Form

All web account holders must have an SSU Email account. Faculty, staff and students must be listed in the SSU LDAP Directory. Submit the completed form to the IT Helpdesk.

Personal Information

Name: _____ Phone: _____

SSU Email Address: _____ SSU LDAP username: _____

Faculty Staff Department: _____

Student (attach authorization letter for access to www.sonoma.edu)

Sponsored Account for off-campus web consultant/contractor (attach authorization letter)

Web Server

www.sonoma.edu

www.students.sonoma.edu

Employees may request personal web accounts. Departments may request departmental space. Students working on faculty, staff or departmental pages may have accounts, but only with the written permission of the owner of the personal or departmental directory (attach authorization letter).

Current matriculated students may request personal accounts. Student clubs and organizations may have space if they are on the Campus Life organizations list (<http://www.sonoma.edu/campuslife/clubs/clublist.html>). Students wanting access to club directories must attach the signed Office of Campus Life authorization.

Request Type

Access to departmental/organizational folders will be processed by the Web Office within 2 business days.

Request Access to Existing Directory - please provide URI: _____

Request New Directory

Individual (personal or course pages)

Department or Program (school/dept pages) - desired folder name: _____

Student Organization or Club - desired folder name: _____

Club Name: _____

OCL Authorization Attached? Yes No

Please Read This Before You Sign:

- All campus web servers are for web publishing purposes only, and not to be used as file servers or additional personal or departmental storage.
- Before placing any files on the campus web servers, you should read the information provided for new authors.
- You must own or have the legal right to use all files you store in your directory.
- The account issued to you is for your use only, and you are responsible for all files in your directory. This account is for personal use: you may not use this account for commercial use or personal gain, or to provide web space to other individuals or organizations.
- All employee accounts have a disk quota of 100 MB. Student/club accounts have a 25 MB disk quota. Departments have a 150 MB disk quota.
- All account holders must adhere to the Sonoma State University Web Standards and Usage Policy.

I certify that I have the authority to request the actions above. I agree to the above and will follow all policies pertaining to use of computer resources.

Signature: _____ Date: _____

Helpdesk Use Only

SSU ID verified? Y N Account created by: _____ Date: _____ web username: _____

Web Office Use Only

Groupname: _____ Added by: _____ Date: _____ Notified? Y N Date: _____