National-Louis University  
Web Hosting/Server Space Request Form

Please fill in the information below to setup an account for posting your web page. If you need assistance with the preparation of your web page, please contact the OIT Helpdesk at x4357 or helpdesk@nl.edu.

<table>
<thead>
<tr>
<th>Date: ________</th>
<th>Request for: ___ Official web page (Program/Unit/Department)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___ Course web page (Course-related webpage ONLY)</td>
</tr>
<tr>
<td></td>
<td>___ Personal web page (Faculty/Staff/Student Organization)</td>
</tr>
</tbody>
</table>

Title of this page: _____________________________________________________________________

Area, department, course or individual represented by this page: __________________________________

Will this page contain copyrighted material? Yes / No

*If yes, please attach the copyright holder's written permission to use this material.*

Person responsible for the content and upkeep of this page (Moderator or Content Provider):

Name: __________________________ Phone: __________________________ E-mail address: __________________________

Check one: ☐ faculty ☐ staff ☐ Other: __________________________

Person who prepared this page (if different from the person responsible for the content and upkeep):

Name: __________________________ Phone: __________________________ E-mail address: __________________________

Check one: ☐ faculty ☐ staff ☐ Other: __________________________

Department Head/Dean/Chair approval to post web page and content:

__________________________________   _________________________________   _______________
(Name – PLEASE PRINT)                              (Signature)                                      (Date)

Requestor’s Agreement: By signing below, you agree to comply with the National-Louis University Acceptable Use Policy (AUP) and web standards. (See [http://www.nl.edu/oit](http://www.nl.edu/oit) for policies)

__________________________________   _________________________________   _______________
(Name – PLEASE PRINT)                              (Signature)                                      (Date)

OIT OFFICE USE ONLY:

URL of this page: ______________________________________________________________________

FTP location: _________________________________________________________________________

User Account ID: ________________________ Default Password: ______________________________