

## Content Management System (CMS) Account Request Form

This form enables an individual to request a new account for the purpose of accessing Radford University's content management system (CMS). Each individual requesting an account must submit this form **after** training. The level of access the user has must be authorized by their department head.

The individual requesting the account will be notified via e-mail when the account is approved. **Training in the Content Management System is required before an account can be activated.** Access levels:

Site Author	Site owner
Can write, edit, add, delete and modify pages within the site; these actions <b>must be</b> approved by a site owner before they are published/activated.	Can write, edit, add, delete and modify pages within the site; <b>can publish/activate</b> their pages (except homepages as those go through a workflow process for WSIM to activate for you.) Site owners can also review and approve the pages of site authors (except homepages).

Name of Department:	Requestor's Campus Phone #
Name of Requestor:	Is the requestor a student? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is requester replacing another CMS user? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, who are they replacing?
Requestor's E-mail Address:	Requestor's PO Box #
Website(s) for which access is requested:	
The requestor will be (select one): <input type="checkbox"/> Site author <input type="checkbox"/> Site owner	

## Account Agreement

I, the above, request a content management system account. I agree to properly manage and maintain this account in the best interest of Radford University.

Requestor's Signature:

Date:

### Approvals:

Name of Department Head:

Department Head Signature:

Manager of Web Communications:

Manager of Web Communications  
Signature:  
Date:

**Return this form to Web Communications, Martin Hall 1<sup>st</sup> floor or scan and email to [webcomm@radford.edu](mailto:webcomm@radford.edu)**

**All signatures are required before your request will be processed.**

**Training must be completed before your request is processed.**