



**Use this application to request access changes to your existing websites inside <http://www.sjsu.edu> excluding faculty Web pages. Access changes include requesting individuals to be added, removed or change existing access.**

Please complete this application in its entirety. Incomplete applications will be disapproved. Contact Harish Chakravarthy ([harish.chakravarthy@sjsu.edu](mailto:harish.chakravarthy@sjsu.edu)) if you have any questions.

Please make a copy of this application for your records. Return completed application to the address below. Applications will be processed within 10 business days.

Harish Chakravarthy  
Lead, Web Services Unit  
Extended Zip: 0026

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## SECTION 1

1. URL of your website  
(Example: <http://www.sjsu.edu/hr>)
2. List all individuals requiring access change. You can list up to 5 users in the space below.
  - If you have more than 5 users provide required information in a separate sheet
  - Individuals listed below will be provided with required access in addition to pre-existing individuals with access to your website
  - Granular access to website not maintained using WebCMS 6 or WebCMS 7 cannot be provided. All authorized individuals will have access to edit, delete and publish Web content inside websites not maintained by WebCMS 6 or WebCMS7
  - Websites not maintained inside WebCMS 6 or WebCMS 7 will be upgraded to use WebDAV & SJSUOne for authentication and access since UCAT is not issuing UNIX accounts
  - Access to WebCMS 7 is provided during WebCMS 7 training. Visit <http://www.sjsu.edu/webservices/training/> for more information
  - Currently there are no training provided for WebCMS 6. Documentation is limited to user documentation available in PDF format and online FAQ
  - WebCMS 6 websites are encouraged to upgrade to WebCMS 7
  - Use space provided in question 3 to request any additional information like a list of all individuals will access to your website



1. User 1 (Check one:  Add  Remove  Change Access)
  - i. Name
  - ii. Tower ID
  - iii. Access type (Check one, only for WebCMS 6 or WebCMS 7)
    - View <sup>1</sup>
    - View & Edit <sup>2</sup>
    - View, Edit & Publish <sup>3</sup>
  - iv. Phone
  - v. Primary email
  
2. User 2 (Check one:  Add  Remove  Change Access)
  - i. Name
  - ii. Tower ID
  - iii. Access type (Check one, only for WebCMS 6 or WebCMS 7)
    - View
    - View & Edit
    - View, Edit & Publish
  - iv. Phone
  - v. Primary email
  
3. User 3 (Check one:  Add  Remove  Change Access)
  - i. Name
  - ii. Tower ID
  - iii. Access type (Check one, only for WebCMS 6 or WebCMS 7)
    - View
    - View & Edit
    - View, Edit & Publish
  - iv. Phone
  - v. Primary email
  
4. User 4 (Check one:  Add  Remove  Change Access)
  - i. Name
  - ii. Tower ID
  - iii. Access type (Check one, only for WebCMS 6 or WebCMS 7)
    - View
    - View & Edit
    - View, Edit & Publish
  - iv. Phone
  - v. Primary email



5. User 5 (Check one:  Add  Remove  Change Access)
- i. Name
  - ii. Tower ID
  - iii. Access type (Check one, only for WebCMS 6 or WebCMS 7)
    - View
    - View & Edit
    - View, Edit & Publish
  - iv. Phone
  - v. Primary email
3. Additional Information

## SECTION 2

### TECHNICAL ASSISTANCE

Open a trouble ticket by visiting <http://www.sjsu.edu/webservices/support> with a detailed description of your problem. If appropriate please include your browser version and operating system. All this information helps us get a better handle on your problem for trouble shooting.



**SECTION 3**

**This section should be completed by the manager (or director, chair, dean) of the administrative unit or sponsoring unit.**

Web sites inside <http://www.sjsu.edu> will follow the SJSU & CSU policies, coded memorandum and executive orders listed below in addition to any other related policies.

- Campus Policy on Privacy of Electronic Communication (AS-2591-03/FA)
- Intellectual Property, Fair Use, and the Unbundling of Ownership Rights (AS-2605-03/AA/FA)
- Information Technology Resources Responsible Use Policy (S02-8)
- Privacy of Electronic Information and Communications (F97-7)
- University Network Policies
- Coded Memorandum AA-2007-04

Illegal access or misuse of Web sites inside <http://www.sjsu.edu> may be punishable by fine, dismissal from the University and/or imprisonment. Further, University computer systems are for the use of authorized users only. If one is suspected of unauthorized activities, computer center staff may monitor and record all session activities. Anyone using these systems expressly consents to such monitoring. It is understood that access to a website inside <http://www.sjsu.edu> may not be given to temporary staff or students unless expressly configured for that purpose. In addition to university policies the administrative unit or sponsoring unit is responsible for following the minimal standards outlined in the *Guidelines For Web Pages Inside SJSU.EDU* document (URL: <http://www.sjsu.edu/webservices/resources>) and take full responsibility for the content, usability and accessibility of the website. A website can be taken down at any time, when found in violation of university policies and appropriate action taken.

**This section should be completed by the manager (or director, chair, dean) of the administrative unit or sponsoring unit.**

**I certify that I have read and agree to the above information**

Name

Signature

Date



## SECTION 4

### DEFINITIONS

<sup>1</sup> View Only access allows a user to log into WebCMS 7, and browse through a site to see its contents before being published onto the web. This type of user access is most often used for someone who will be reviewing a site, but will not be making any changes.

<sup>2</sup> View and Edit access allows View Only access, with the additional ability to create new content and edit existing content. This type of user does not have Publish permission. Changes will not be visible on the public site (only to users logged onto WebCMS 7)

<sup>3</sup> A user with View, Edit, and Publish permission has all of the abilities that a user with View and Edit has, plus the ability to Publish a site. Publishing a site is what allows new and updated content to become visible on the public site ([www.sjsu.edu/yoursite](http://www.sjsu.edu/yoursite)). At least one user per site needs to have Publish permission.

## SECTION 5

### Internal Use Only

Approved       Denied

Comments

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