



**Use this application for requesting an administrative, sponsored or campus wide initiative website inside <http://www.sjsu.edu>**

Please complete this application in its entirety. Incomplete applications will be disapproved. Currently websites are not allowed to execute scripts and the content inside the website is public. Certain portions of the website developed using WebCMS 7 can be password protected using SJSUOne. Sub-domain hosting is only provided for existing sub-domain strictly for re-direction purpose.

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

## SECTION 1

1. This is an application for (check one)
  - Administrative website <sup>1</sup>
  - Campus wide initiative website <sup>2</sup>
  - Sponsored website <sup>3</sup>
  
2. Website Title
  - This information will be used in the banner and Web page title
  
3. Website Banner Image
  - Visit <http://www.sjsu.edu/webservices/services/templates/headers/> to see a list of available banner images
  - If you would prefer a different banner image (not listed above) provide more information. Space provided in question 12
  
4. Email address to be listed on the website for contact



- This email will receive any communications sent via the “Contact Us” online form
5. Brief description of the purpose of this website
6. Preferred Web Address
- All characters must be lowercase with no space or special characters
  - Website will be visible inside <http://www.sjsu.edu>
  - Scripts are not permitted to be executed
  - Contents of the website are public
  - Sub-domain hosting will be provided for existing sub-domains only, and will be used for redirection purposes only
- 1<sup>st</sup> Preference
- 2<sup>nd</sup> Preference
- 3<sup>rd</sup> Preference
7. What is the expected lifespan of this website ?  
(Example: Fall 2008, 6 months, forever)
8. Do you already have a website you need to migrate ?
- Yes (Provide existing URL and any additional information. Space provided in question 12). Only WebCMS 6 or SHTML driven websites using university template kit can be automatically imported into WebCMS 7.
- No
9. How would you like to create & maintain your website ?
- Yes, Will use WebCMS 7 <sup>4</sup> (Access is only provided after attending WebCMS 7 training. Visit <http://www.sjsu.edu/webservices/training/> for training information)
- No, Will not use WebCMS 7 (Provide information on how you plan to create and maintain the website. Space provided in question 12). Please consider using the University Web Templates. Visit <http://www.sjsu.edu/webservices/services/templates/> to learn more.



10. List all individuals requiring access to update the website. You can list up to 5 users in the space below. If you have more than 5 users please include the required information in space provided in question 12.

- User 1
  - i.* Name
  - ii.* Tower ID
  - iii.* Access type (Check one, only for WebCMS 7)
    - View <sup>5</sup>
    - View & Edit <sup>6</sup>
    - View, Edit & Publish <sup>7</sup>
  - iv.* Phone
  - v.* Primary email
  
- User 2 (if applicable)
  - i.* Name
  - ii.* Tower ID
  - iii.* Access type (Check one, only for WebCMS 7)
    - View
    - View & Edit
    - View, Edit & Publish
  - iv.* Phone
  - v.* Primary email
  
- User 3 (if applicable)
  - i.* Name
  - ii.* Tower ID
  - iii.* Access type (Check one, only for WebCMS 7)
    - View
    - View & Edit
    - View, Edit & Publish
  - iv.* Phone
  - v.* Primary email
  
- User 4 (if applicable)
  - i.* Name
  - ii.* Tower ID
  - iii.* Access type (Check one, only for WebCMS 7)
    - View
    - View & Edit



View, Edit & Publish

- iv. Phone
- v. Primary email

- User 5 (if applicable)
  - i. Name
  - ii. Tower ID
  - iii. Access type (Check one, only for WebCMS 7)
    - View
    - View & Edit
    - View, Edit & Publish
  - iv. Phone
  - v. Primary email

11. Sponsorship Information (Only for campus wide initiatives & sponsored websites)

**All sponsors should be clearly listed on the home page of the website. Sponsoring organizations will be responsible for the content, usability and accessibility of the website.**

List all sponsoring organizations:

- Sponsoring Organization
- Sponsoring Organization (if applicable)
- Sponsoring Organization (if applicable)

12. 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**

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

Name Signature Date

Name Signature Date



**SECTION 4**

**DEFINITIONS**

<sup>1</sup> **Administrative Website or Webpage:** A website or webpage is administrative if its primary function is governance, commerce, or navigation to institutional resources or publication of institutional information. This definition originates from CSU coded memorandum AA-2007-04

<sup>2</sup> **Campus Wide Initiative:** Initiatives endorsed by the University Senate or Office of the President

<sup>3</sup> **Sponsored Website:** A website can be sponsored by a university division, college, school, department or unit

<sup>4</sup> **A Content Management System** is an application that helps content managers to create and maintain websites without having to know any HTML. WebCMS 7 is SJSU’s implementation of OpenCMS (an open source content management system) version 7.0.3

<sup>5</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>6</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>7</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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