



Request to Grant Undergraduate or Graduate Student Access to a UNCW Web Site Directory using Workflows

Explanatory Note: Due to the demands on departments, it is often difficult to maintain Web page content and accuracy. This form gives a designated undergraduate / graduate student permission, in a required workflow, to access and alter certain content and assets under the general direction of a designated approver.

Please Note: Content Managers that accept the Approver Role must be Cascade trained and are responsible for reviewing the content their student submits using designated workflows in order to determine whether the content should be approved, rejected, or edited prior to publishing that content on the UNCW web server.

Student’s full name: _____

Student’s UNCW e-mail address: _____ Graduate Student Undergraduate Student

Web site URL: https://uncw.edu/_____

Web Site Access Acknowledgment:

As a Student Web Content Manager in the _____ department, I understand that I will be given read, write, and modify access to the _____ website on the UNCW web server. I further understand that I am responsible for the content and accuracy of this website and that I am not allowed to publish or delete any assets from this site. I will be required to use a workflow to complete my website assignments in partnership with an assigned faculty / staff approver. My permissions are specific for this directory only and I will not browse, edit, add or delete files in other directories on the UNCW web server. I affirm that I have read and understand the Responsible Use of Electronic Resources Policy (ITS 1.00 -- <https://uncw.edu/responsibleuse>), that I will comply with the authorized and responsible use rules, and that any non-compliance may result in denial of access to University information systems and/or other disciplinary actions, up to and including dismissal, in accordance with appropriate university policies, rules and regulations.

By my and my approver's signature below we understand and agree to the conditions outlined above and that this request is valid until my approver requests that my permissions be removed from the specified UNCW website.

Student Signature Student Printed Name Date

By my signature below I, the approver, accept responsibility for reviewing, checking, validating, and publishing the work of the above Student Web Content Manager using the designated ITS workflow.

Approver Signature Approver Printed Name Date

Dept. Head Signature Dept. Head Printed Name Date