

OU Campus CMS Account Creation/Change Policy

I. Account Request

- a. A UWG Department, Division, or Organization may request an OU Campus CMS account by completing the OU Campus Account Creation/Change Request Form with Department/Division Head approval and submitting to the OU Campus System Administrator.
- b. The System Administrator will confirm the request with a return email, and by identifying and carbon-copying the Department or Division Head, or if the account request is for an Organization the sponsoring Department or Division Head.

II. Account Set-up

- a. Faculty/Staff: When an account is requested, the account users & administrators are also identified. Any faculty or staff member may be a site admin as long as approved by the Department or Division Head. When the account is created in OU Campus the users are identified by the Department/Division and imported through LDAP.
- b. Students/GRAs: Students and GRAs are permitted to be site admins during the development phase of the requested website account. However, once the site is launched live they can no longer have administrative privileges. They may remain as users, but not have the authority to publish to the live web. This process must always be approved by an authorized faculty or staff member.

III. Account Changes

- a. If changes need to be made to a user's account, a written request must be submitted by completion of the OU Campus Account Creation/Change Request Form and submitting to the OU Campus System Administrator.
- b. Change requests may consist of, but are not limited to, the following:
 - i. Additional access to pages
 - ii. Changes to access levels (user-only, administrative, etc.)
 - iii. Revocation of access to pages
- c. It is the responsibility of the department to identify users that no longer require access to the OmniUpdate CMS and to request that they be removed from having access or edit content in OmniUpdate.

This policy is per the General Counsel's policy concerning OmniUpdate Account Creation/Change located at http://www.westga.edu/policy/3429_4645.php.

OU Campus CMS Account Creation/Change Request

Type of Request (check one):

☐ Initial Account Creation Request

☐ Account Change Request

OUCampusCMSUser/RequestorInformation:

Name:

Department/Division:

UWG Email:

Phone Ext.:

What page(s) are you requesting access to? (please be specific)

If this is a request to make changes to an existing Omni Update CMS account, please specify the requested changes below:

Department/DivisionHeadInformation:

Name:

UWG Email:

Signature:

Date:

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The policy for this form is located at http://www.westga.edu/policy/3429_4645.php