

TECHNOLOGY SERVICE ACTIVATION

FOR STUDENT ORGANIZATIONS

Student Organizations at Clark University are eligible to have technology services activated on their behalf and renewed on an annual basis. These services include:

- Email accounts in the student organization name (i.e. ccn@clarku.edu);
- SPAM filtering for the mailbox
- Web space in the student organization name (see Student Leadership & Programming for access to Clark LINK);
- List serve for members to post announcements, have online discussions, and develop email newsletters (see Student Leadership & Programming for access to Clark LINK);

To activate or renew these services for your organization, please complete this form and return it to the Student Activities Office. The applicant below will receive notification via their @clarku.edu email address when the services have been activated.

General Information

1. Organization's name : _____
(*this will be the email display name*) For example, Clark Cable Network
2. Organization's acronym (*this will be used for the email address and web site*): _____
For example, CCN
3. Name of person who will be primary contact regarding these services (this must be a currently enrolled Clark student):

(Last)(First)
4. Clark ID# of primary contact: _____
5. Anticipated graduation: 20_____
6. **Username** of primary contact: _____
7. Phone # _____

Email

Your Organization may have its own mailbox on the Clark server to send and receive mail pertaining to your groups activities.

8. Would you like a mailbox for this Student Organization? Yes No

If **Yes**, we will activate/renew an email account for the student organization above.

If a mailbox already exists, what is the current email address? _____@clarku.edu

9. Would you like **SPAM filtering** enabled on this mailbox? If so, it will need to be associated with an individual's account that is already on the SPAM filter. Please provide the username of the person to whom the mailbox filtering should be associated: _____

Web space

Web space is now hosted on the Clark LINK pages. Please contact the Office of Student Leadership & Programming.

Lists

Your organization can utilize the list function on Clark LINK to create a central announcement list or discussion group. If your group is interested in either of these, please contact the Office of Student Leadership & Programming for access to Clark LINK.

Permissions

Please provide the following information for those who will need permissions to these resources be sure to include yourself: **domain\username & full name** (e.g. students\jstudent Joe Student or clarku\jstaff Jane Staff)

Once you complete this form and return it to the Office of Student Leadership & Programming, it will be sent to the **Help Desk in Academic Commons** for processing. The person designated as the responsible contact will be sent email to his/her @clarku.edu account **within 3-5 business days** from the date that ITS receives the form. This email will contain confirmation that the services have been set up as well as instructions regarding the use and access to these services.

Signatures:

Signature of student organization contact:

Date:

Student Leadership & Programming signature:

Date:

Actions (ITS Use Only)

Ticket Logged: _____	Group Created/Updated: _____ on _____
Ticket # _____	Spam filter associated: _____ on _____
Student Org Chart Updated: _____	Notification sent by: _____ on _____
	<input type="checkbox"/> Email confirmation sent