

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);
- Web space in the student organization name (i.e. <http://www.clarku.edu/students/ccn>);
- List serve for members to post announcements, have online discussions, and develop email newsletters (i.e. ccn@lists.clarku.edu)

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

Your Organization may have space on the Clark web server to host a web site related to your group's mission and activities.

10. Would you like web space for your Student Organization? Yes No

If **Yes**, we will activate/renew the web folder for the student organization above.

If a web page already exists, what is the current URL? <http://www.clarku.edu/students/>_____

List Server

Your organization may utilize a list server to create a central announcement list or discussion group. If your group would be interested in either of these, please complete the following.

11. Does your organization have a list? Yes No

If **Yes**, what is the current list address _____ [@lists.clarku.edu](mailto:lists.clarku.edu)

If **No**, please go to <https://www.clarku.edu/offices/its/listserver/index.cfm> to create a new list.

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 Student Activities Office, 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:

13. Signature of student organization contact:

Date:

14. Student Activities Office signature:

Date:

Actions (ITS Use Only)

Ticket Logged: _____	List Serve Approved by: _____ on _____
Student Org Chart Updated: _____	<input type="checkbox"/> Add/update an administrator
	Spam filter associated: _____ on _____
	Notification sent by: _____ on _____
	<input type="checkbox"/> Email confirmation sent