



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 (see Student Leadership & Programming for access to Clark LINK);
- List serve for members to send 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. Are you requesting a new mailbox for this Student Organization? Yes No

If **Yes**, we will create an email account for the student organization above.

If **No**, and a mailbox already exist, what is the email address? _____@clarku.edu

Web space

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

If your group already has Clark web space, indicate the URL: _____

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.

Existing Lists: If your group currently has a list on the Clark list server, please indicate the address below and whether you wish to have it updated or deleted.

_____	<input type="checkbox"/> Update	<input type="checkbox"/> Delete
_____	<input type="checkbox"/> Update	<input type="checkbox"/> Delete
_____	<input type="checkbox"/> Update	<input type="checkbox"/> Delete

New List: If your group would like a new list, visit <http://lists.clarku.edu> to request a new list. This should be completed by the same person completing this form.

Permissions

Provide the following information for those who will need permissions to these resources be sure to include yourself: **username & full name** (e.g. jstudent Joe Student or jastaff 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 receive email to his/her @clarku.edu account **within 3-5 business days** from the date that the Help Desk receives the completed 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.

Authorization:

Signature of student organization contact:

Date:

Student Leadership & Programming signature:

Date:

Actions (ITS Use Only)

Date Ticket Logged: _____	Student Org Chart Updated: _____
Ticket # _____	Group Created/Updated: by _____ on _____