

OU Campus Content Management System (CMS) Web Site Account Information

Important: please carefully confirm all information provided below.

Need help? Email webmaster@oswego.edu

FAX completed form to 312-2863

*** required**

***Name of Office, Department, or Organization:** _____

Authorizer/Contact of Record (Please Print Name): _____

***Signature of Authorizing Dept. or Organization Head:** _____

***Current Web Address (URL):** _____

Names currently on record for editing Web site (optional): _____

Please add the following users:

*Name	*User name (Laker NetID)	*Type (faculty/staff)	*Access Level ¹	Appr over Name ² (0, 3, 7, or 8)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

¹ **For access level, choose from the following options:**

0 – Reviewer: Can only review. No editing rights.

3 – Contributor: Has basic editing permissions. Can't create files or directories.

7 – Editor: Can edit like the Contributor, plus publish files, create new pages and directories (a.k.a., folders).

8 – Designer: Can edit like the Editor, plus edit in HTML-only mode, and delete files.

² **Approver:** Leave blank if you want the editor to be able to publish the pages directly. The approver can be anyone who is a user on your web site.

Content Status (check one below):

Currently Being Revised

Fine As Is

Brand New

I Need Help With My Content

Please remove the following users from this account:

Name User	name	Name	Username
_____	_____	_____	_____
_____	_____	_____	_____

Reason for removal:
