



MISSISSIPPI STATE UNIVERSITY™

INFORMATION TECHNOLOGY SERVICES

Webspace Request Form

NOTE: Student Organizations must use the *Student Organization Webspace Request Form*.

Requestor (Owner):

Full Name: _____ NetID: _____

Telephone Number: _____

University Department: _____

Email Address: _____

Classification: **Faculty** **Staff** (Student may **not** be the Requestor)

Webspace Information:

Entity for which Webspace is requested: (eg. Department/Committee/Organization)

Estimated disk space required: _____ MB (Default: 30 MB)

Desired URL:

Acceptable formats for the URL include

“yournetid.department.msstate.edu” (which will be automatically granted & created) and “project.department.msstate.edu” (which will have to be approved by your Department Head or Director before it will be created).

If you want a *top-level domain*, such as “yourname.msstate.edu” then you will need to fill out the **MSU Subdomain Request** form and it will have to be approved by the **CIO**.

Purpose of Webspace:

Webmaster Information (person maintaining the webspace):

Full Name: _____ NetID: _____

Telephone Number: _____

University Department: _____

Email Address: _____

Classification: **Faculty** **Staff** **Student**

I agree to ensure that the contents of the archive do not violate any applicable laws or policies.

Requestor’s Signature

Date

Requestor’s Name (please print)

Date

For Service Desk Use Only Incident

Forms are to be returned to Information Technology Service Desk located at 108 Allen Hall, Mail Stop 9697, or you can EMail the form to servicedesk@msstate.edu.