

**BROOKLYN COLLEGE
ADMINISTRATIVE FTP ACCOUNT APPLICATION FOR OFFICE WEB PAGES**

Please read this ENTIRE form and print clearly or type

Note: This form may only be used by Administrative Departments requesting space for an official departmental web page. Individual faculty requesting space for a personal or class-related web page must use the Faculty FTP Account Application.

Incomplete forms may be returned and can delay the setup process. Your FTP account request will be reviewed and verified and the FTP account should be completed within two weeks of receipt. Each department will be responsible for maintaining their own web directory/subdirectories and will be responsible for notifying their own faculty members of the FTP account password.

Please submit the properly completed form to the ITS Network Group at 4th FL Library, ITS Entrance. If you encounter a problem with your account after you have been notified that it is ready, call the ITS Network Support Group (718/951-5861) or send e-mail to: Network Support Services (netgroup@brooklyn.cuny.edu).

I agree to use this account for the sole purpose of maintaining a Web site on the Brooklyn College Academic Web Server and its Web Directory space. This Web Directory space and my FTP Access account will be allocated by the Computer Center (ITS) to enable a department, program, and/or faculty member to "publish" a Web page. I understand that this account is for my use and/or my department's use only, and I agree that I will not permit others to use it. I agree to obey all rules of use for the BC Academic Web Server, including all the rules contained in ACCEPTABLE USE OF COMPUTING RESOURCES POLICY (<http://infotech.brooklyn.cuny.edu/standards/standards.html>). I agree to respect the rights of privacy, property rights, and copyrights of data and computer programs belonging to others. I agree that I will not pry into privileged system files or programs. I agree not to copy system files or programs, even though I may have access to them. I will respect the rights of all other users of the system and will not knowingly use computing services in any way that is disruptive or damaging to the system or any other users.

I understand that abuse of the system or other violation of this agreement may result in revocation of this account, and could result in administrative and/or legal action, as determined by the college.

By acceptance of this account I certify that I have read, understand and agree to the above.

A P P L I C A N T	Name: _____ Title: _____	The Dept. web directory name will be chosen for you and you will be notified (your Dept. may then create its own subdirectories.) Please write clearly the agreed upon Dept. FTP account password below: (Choose 8 characters-do not use words found in a dictionary or proper names. You may combine letters & numbers.) _____ <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								
	Signature: _____ Date: ____ / ____ / ____									
	Telephone # : _____ Dept/Room: _____									
	E-mail Address: _____									
Special Instructions: _____										

D E P T C H A I R	Name: _____ Title: _____	<p align="center">NOTE:</p> <p align="center">This form may only be used to request web page space for an Administrative Departmental Web Page.</p> <p align="center">_____</p> <p>() Check here for FTP account on Realserver for video/audio streaming.</p>
	Signature: _____ Date: ____ / ____ / ____	
	Telephone # : _____ Dept: _____	
	We will send you confirmation when your Department's account has been created The FTP Address for this account will be: www.brooklyn.cuny.edu The URL for this web page will be: www.brooklyn.cuny.edu/bc/offices/<Dept. Name>/	

DO NOT WRITE BELOW THIS LINE

Approved/Established by: _____ Date: _____ Web directory: _____

