

INGENIUX PERMISSIONS REQUEST FORM

Revised 12/12/2011

This form is to be used by members of the Hartwick College Community to request access for creating and editing Hartwick Web pages in Ingeniux.

Departmental requests should be from officially recognized College departments and must be approved by the department chair or director.

Please complete and return to the Technology Services Center in Clark Hall. If you have any questions about completing this form, you may call Help, ext. 4357. Please allow 5 days for your permissions to be created. Please PRINT or TYPE all information. Incomplete forms will be returned.

This section is to be completed by the person who will use this account.

Department Name: _____

Last Name: _____ First Name: _____

Username (e-mail address): _____

Campus Box #: _____ Phone: _____

Office number/Dorm/Off Campus Address: _____

Date that Ingeniux permissions should end, if applicable _____

I have received and read a copy of Hartwick College Technology Resources User Responsibilities and "Acceptable Use" Policy and agree to abide by this policy.

Signature: _____ Date: _____

Signature of Department Chair or Department Director:

Last Name: _____ First Name: _____

Signature: _____ Date: _____

This section to be completed by Technology Services & Communications:

(Route to Ric Chrislip)

Date permissions in training site granted: _____, by: _____ (initials), User Group: _____

(Route to Stephanie Brunetta)

Date attended Ingeniux Content Management System (CMS) training _____

Date permissions in live site granted _____ Writer/Editor/Publisher

Student Ingeniux users are granted page writer permissions and must workflow pages to a staff or faculty member for approval and publishing. Please indicate individuals in the Workflow assignments:

- Editor's name: _____ - Publisher's name: _____