

OFFICE OF CONVERGING TECHNOLOGIES
Departmental Web Account Form
January 2007

If you are requesting a departmental web account or changes in account access, please fill out the following information and return to the Accounts Manager, Helpdesk in the Dining Hall building, room 150.

Name of Department :	
* Name of Directory:	
Authorization Signature: (Dean, chair or person in charge of the program)	

* For example, in the URL <http://www.qc.edu/admissions>, the directory name is admissions.

Person(s) authorized to maintain the website:

Action	Name	Status	Active Directory User Name	Queens College Email (i.e. Lotus Notes Email)	Phone Number
<input type="checkbox"/> Add <input type="checkbox"/> Keep <input type="checkbox"/> Remove		<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student			
<input type="checkbox"/> Add <input type="checkbox"/> Keep <input type="checkbox"/> Remove		<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student			
<input type="checkbox"/> Add <input type="checkbox"/> Keep <input type="checkbox"/> Remove		<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student			
<input type="checkbox"/> Add <input type="checkbox"/> Keep <input type="checkbox"/> Remove		<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student			

People maintaining web sites will use their Active Directory username and password to access the web server. They will be required to use the official Queens College e-mail (Lotus Notes e-mail) to communicate on web related issues.

The Active Directory account and Lotus Notes e-mail account can be set up at <https://cams.qc.cuny.edu> (CAMS — College Account Management System, which manages all your Queens College accounts). Please refer to the tutorial available at http://www.qc.cuny.edu/cams_tutorial/newcams.swf on account set-up.