

**DEPARTMENT WEB PAGES  
ACCESS AUTHORIZATION  
K-STATE COLLEGE OF ENGINEERING  
WORLD WIDE WEB INFORMATION SERVER**

Use this form to authorize a person to maintain or change part or all of your department web pages on the College of Engineering's WWW server. Only the Department Head (or in emergencies, a Dean of the College) can grant this authorization. The authorizing person may withdraw their authorization at any time.

The Department Head may authorize access by several persons (using separate forms), with each person having access to only such portions of the web pages as the Department Head specifies (below).

Each authorized person will be given a separate account on the college webserver with access limited to the specified portions of the department's web pages. Accounts are subject to the rules listed below:

- \* Accounts must NOT be shared. Only the person to whom the account is issued may use this account. Accounts may not be "passed on" to a new person assuming the duties of the existing account holder.
- \* The account may be used only to maintain information published by the department on the College's information server. No other use or activity is permitted.
- \* Web page maintainers should be logged in only for brief periods to import or revise published information. To the maximum extent possible, work should be done on other accounts on other machines.
- \* All information published must directly pertain to the department's official functions.

Web page maintenance accounts are also subject to all normal College and University rules and policies pertaining to computer accounts.

This application must be signed by both the Department Head and the person designated as a web page maintainer. **Return to College of Engineering Computing Services office, Seaton 30 (532-3017; ceecs@eng.ksu.edu) when completed.**

Department Head name \_\_\_\_\_  
Department or organizational unit \_\_\_\_\_  
campus phone \_\_\_\_\_  
K-State e-mail address \_\_\_\_\_  
local/campus mail address: \_\_\_\_\_  
\_\_\_\_\_

Web maintainer's name \_\_\_\_\_  
phone \_\_\_\_\_  
K-State e-mail address \_\_\_\_\_ (account notice will be sent here)  
local/campus mail address: \_\_\_\_\_  
\_\_\_\_\_

Scope of access: enter which directories on your web pages this person should have full access to. Access to a directory implies full access to all subdirectories. For full access to the all web pages, enter "root directory"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head signature \_\_\_\_\_ date \_\_\_\_\_ 20\_\_

Web maintainer's signature \_\_\_\_\_ date \_\_\_\_\_ 20\_\_