



EMU Web Directory Access Agreement

Community/Professional Organization Version

Eastern Michigan University • Web Communications
18 Welch Hall • Ypsilanti, MI 48197
734.487.5376

Eastern Michigan University provides directory access on its Web servers to authorized webmasters of community and professional sites hosted on those servers. The EMU COMMUNITY/PROFESSIONAL WEB SITE HOSTING AGREEMENT must be completed and approved before a directory access account will be created. This DIRECTORY ACCESS AGREEMENT must be completed and signed by the site's webmaster and by an authorized representative of the community organization.

User Responsibilities

Applicants seeking directory access on the EMU Web servers must agree to all of the following conditions, and must personally accept the responsibilities detailed in this document.

Applicants: Your agreement is indicated by your signature on this form.

1. You agree to the terms of all relevant EMU policies. A summary of these policies is located on the Web at http://www.emich.edu/web_standards_guide/policies.html. For the purposes of this agreement, the following policies are relevant: Acceptable Use of Information Technology Resources; Appropriate Use of Communications Media; and General Rules on Information Content. Please take special note of the sections on privacy, data security and integrity, copyright considerations, and the prohibition of commercial activity.
2. You agree to use the directory account that you will be granted on the Web server as **YOUR INDIVIDUAL ACCESS ACCOUNT**, for **YOUR use only**. EMU assigns user accounts to individuals, not to organizations or groups. **Therefore, no one other than you may use your user name and password under any circumstances.** You agree to keep your username and password secure and not share your access with any other users. If you believe anyone has obtained unauthorized access to your account, you are responsible to notify the Director of Web Communications immediately, so the access can be terminated. This is very important, as you are the **ONLY** authorized user of your account, and you will be fully and personally responsible for all unauthorized activity that takes place on the server and the network under your account. If more than one person needs access to a web directory, each authorized user will be given a separate, individual access account. **DO NOT SHARE YOUR ACCOUNT!**
3. You agree to notify the Director of Web Communications immediately upon the termination of your responsibilities for your organization's Web site.
4. You agree to provide a current, active e-mail address at which you can be reached with communications concerning your account. You are responsible to review and act upon correspondence to this e-mail address regarding your directory account. You agree to keep this e-mail address current, or to provide an immediate replacement for this address if you change it. *(Please note that a failure to respond with reasonable promptness to e-mail communication regarding your account is cause for suspension of your account, without additional notice.)*
5. You agree to change your password periodically, at least once every six months, and to keep your user name and password in a private, safe and secure location accessible only to you.
6. You agree not to load or store in your EMU Web directory or subdirectories any files of any kind that are not directly and currently a part of the official Web site for your organization.
7. You agree to keep your organization's Web site current and accurate insofar as you have been charged with this responsibility. You agree to provide current contact information on the main page of your organization's site.

Please fill out and sign the form on the next page, then return this form, along with a Community/Professional Web Site Hosting Agreement (if one has not already been submitted) to the Eastern Michigan University Director of Web Communications, University Marketing and Communications, 18 Welch Hall (734.487.5376).

❖ Acceptance of the agreement (to be completed by site webmaster)

I understand and accept the terms of this Agreement, and I personally accept responsibility for any and all activity that takes place under my user account on the Eastern Michigan University server(s). I understand that failure to adhere to any of the terms of this agreement is cause for immediate termination of my account privileges, without advance notice. I further acknowledge that if activities under my account violate any applicable national, state, or local laws or ordinances, I will be responsible for all consequences and penalties arising from such activity.

Today's Date ___/___/___

Name of Organization _____

Webmaster's name _____

Webmaster's e-mail address _____

Webmaster's signature _____ phone # _____

Web Directory Access:

Will this account be assigned to an existing directory on www.emich.edu?

Yes, the URL is www.emich.edu/ _____

No, but we have an existing domain name*: _____

(*Existing domain names must be in the .org or .net domains; .com domain names will not be hosted on EMU servers. Your organization will be responsible for any fees required to transfer an existing domain name to an EMU server.)

No, please set up a directory/URL for our organization**. Our preference for the directory/URL name is: www.emich.edu/ _____

(**Directory/URL preferences are not guaranteed. Directories/URLs are established at the discretion of the Director of Web Communications, who will accommodate specific requests where possible, within the overall strategy for server directory structure and architecture. Contact the Director of Web Communications for additional information.)

❖ Authorization (to be completed by the applying organization's president, director or equivalent)

I understand and support the terms of this Agreement, and I authorize the creation of a user account for _____ on the EMU Web server(s) for the purpose of developing/maintaining my organization's Web site. I understand this account will provide complete access to all files and components of my Web site on the EMU server(s).

Today's Date ___/___/___

Select one:

This account will expire on (date): ___/___/___

This account will remain open until further notice

Name of Organization _____

Web site (URL) for which access is authorized: _____

Director/President's name _____

Director/President's title _____

Director/President's e-mail address and phone number _____

Director/President's signature _____

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