

EMU WEB DIRECTORY ACCESS AGREEMENT

Most Eastern Michigan University websites are developed in the University's content management system (CMS). However, a small number of legacy websites – mostly student organization websites -- exist outside of the CMS. It is recommended that all student organizations move their sites into the Student Affairs portal. In the interim, EMU provides directory access on its emich.edu domain for maintenance of already existing websites. **NOTE: The Integrated Content team does not provide support to these sites and does not supply the software needed to maintain these sites.**

Individuals who meet the following criteria are eligible to become authorized users:

- The individual must be a current EMU student, faculty or staff member, OR an authorized agent of the University.
- The individual must obtain approval from his/her area director or dean to access, modify, maintain and develop the website and all files in the department's directory or specified subdirectory.
- The individual must have or obtain the skills necessary to use SFTP (and SSH as needed).

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.

1. You agree to adhere to all applicable EMU policies and regulations, including but not limited to acceptable use, privacy, security, Web design and site content/maintenance.
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 user name and password secure and not share your access with any other users.
3. You agree to notify the Director of Integrated Content immediately upon the termination of your responsibilities for your website, or upon change or termination of your status as an EMU student, employee or authorized agent.
4. You agree to provide a current, active email address at which you can be reached with communications concerning your account. For EMU users, this will be your my.emich email address.
5. You agree to change your password periodically (password.emich.edu) and to keep your server access information in a private, safe and secure location accessible only to you.
6. You agree not to load or store in your website directory or subdirectories any files of any kind that are not directly and currently a part of your official website.
7. You agree to keep your website current and accurate insofar as you have been charged with this responsibility.

Acceptance of the Agreement

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. 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 EMU policies, I will be subject to disciplinary actions under the terms of those policies.

Applicant's Signature

Date

Applicant's Name (printed)

My.Emich User Name

Contact Information

Applicant's EMU Status Current Student Faculty Staff Authorized Agent of EMU

EMU Applicant's Campus Address

Phone

Non-EMU Applicant Employer Name and Address

Non-EMU Applicant Email Address

Phone

Web Directory Access

Web Site Name: _____

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

Yes, the directory is: _____

We have a directory, but would like it changed.

Current directory on www.emich.edu: _____

New directory requested on www.emich.edu: _____

No, please set up a directory with this name: _____

Please also provide access to the corresponding directory on the staging/testing server: Yes No

Authorization

I understand and support the terms of this Agreement, and I authorize the creation of an account for the applicant (listed above) on the University's Web server for the purpose of developing/maintaining a website, or a specified section of the site. I understand this account will provide complete access to all files and website components within the assigned directory and its subdirectories.

Access for this applicant will: **Will expire on:** _____

-OR-

Will remain open until further notice.

Director's or Dean's Signature

Date

Director's or Dean's Name and Title (printed)

Campus Address

Email

Phone

Return this form to Integrated Content, Division of Communications, 15 Welch Hall