



Application for Web Site Account

Instructions

Please fill out the application completely. Incomplete applications will cause delays in processing your request. Fill out a form for each site you are requesting. Please type or print clearly. Illegible writing will delay your request. FTP accounts will usually be set up within one week after receiving the request. There is a maximum of four FTP accounts per web site. FTP accounts can only be granted to persons employed by GW, GWUMC, or the MFA.

Use this application to apply for a new web site, to take responsibility for an existing site, or to update user contact information for your site.

If you are updating contact information, fill out the form completely, including all users who should have access to your site. Existing users who are not included on this form will lose their FTP accounts.

1. Enter the desired web address (URL). If you are applying for access to an existing site, enter the URL of the site.
2. In the "Primary Contact Person" section, enter information for the person who will have primary responsibility for maintaining the web site. Enter your preferred email address, and if different, your GWUMC email address (either @gwumc.edu or @mfa.gwu.edu). If you do not have a GWUMC email address, enter your @gwu.edu address and include a brief statement of how you are affiliated with GWUMC (for example: "I am a resident in [your department].")

- The primary contact person must sign the application in the space provided.
3. In the "Additional Users" section, enter the names and email addresses of other persons who will need FTP access to the site. Enter the preferred email address, and if different, the GWUMC email address. If the applicant does not have a GWUMC email address, use the @gwu.edu email address and include a brief statement of how s/he is affiliated with GWUMC.

- Request FTP accounts only for persons who will actually need access to the web server. FTP accounts that are not used for over 6 months will be deleted.
4. The Department Head/Chair must print and sign his/her name in the space provided.
 5. Return the application to:
Web Services Coordinator
Himmelfarb 307 C
email: web@gwumc.edu
phone: (202) 994-1647
fax: (202) 994-4343

To ensure that your application is handled promptly, please send an email to web@gwumc.edu stating that you have sent or faxed the application.



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Date: _____

Desired web address

www.gwumc.edu/ _____

inside.gwumc.edu/ _____

learn.gwumc.edu/ _____

Primary Contact Person

Name (please print): _____

Department: _____

Office Address: _____

Telephone: _____

Fax: _____

Email Address: _____

GWUMC Email (if different): _____

Signature: _____

Additional Users

Name	Email Address	GWUMC Email

Department Head/Chair

Name: _____

Signature: _____

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