

Request for UT Department/Organization SharePoint Site

After you have reviewed this information, please complete and print attached form and obtain signatures. Fax the form to (865) 974-0277 and retain this page for your records.

Office of Information Technology

This form is used to request a departmental site on SharePoint. All sites in the University of Tennessee SharePoint environment are to follow the ***Acceptable Use of Information Technology Resources -- Policy No: IT0110*** (<http://oit.utk.edu/aup>).

- understand that SharePoint sites must be requested through and approved by OIT before a site can be created. The **Site Collection Administrator (SCA)** and **Site Owner** (can be same as SCA) must also complete the SharePoint Overview workshop (https://workshop.utk.edu/search.php?q=sharepoint&area_id=6) before access to the site is given.
- understand that when accept the role of SCA, agree to transfer administrator access and notify OIT prior to leaving the University.
- understand that a quota of 10GB will be assigned for the departmental site. The SCA will receive an alert when storage is at 90%. It is the responsibility of the SCA to request additional space at this time, if needed.
- understand that departmental sites will adhere to the UT branding standards and guidelines as set by Creative Services.
- understand that confidential data, such as data regulated by FERPA guidelines, is **only to be stored** on sites on the utlearns.tennessee.edu server.
- understand that External Authentication is available on the utworks.tennessee.edu server only, and is not an option for sites containing confidential data, which must be stored on the utlearns.tennessee.edu server.
- understand that my department/unit may have an existing SharePoint site, and it is considered best practice to request a site within my larger department or unit whenever possible.

Request for UT Department/Organization SharePoint Site

Please complete this form, print for signatures, and fax to (865) 974-0277.

Name: _____ UT NetID: _____

Office Phone: _____ Email Address: _____

Name of Department/Organization: _____

To your knowledge, does your college, department, or unit currently have a SharePoint site?

You may be able to build within an existing site to avoid redundancy. (If you check "Not sure", OIT will check for you.)

Yes No Not sure If yes, what is the URL? _____

Do you anticipate storing confidential (FERPA-regulated) information?

(FERPA-regulated information must be stored on the utlearns.tennessee.edu server) Yes No Not sure

First preference: utlearns.tennessee.edu/ _____

Second preference: utlearns.tennessee.edu/ _____

Will you require a vanity URL, for example, https://math.utk.edu? Yes No Not sure

If yes, what is the URL? _____

If you do not intend to store confidential data, and you do not require a vanity URL, your site will be stored on the utworks.tennessee.edu server. What are your URL preferences? (Placeholder names/paths have been reserved, but requests will be considered.)

First preference: utworks.tennessee.edu/ _____

Second preference: utworks.tennessee.edu/ _____

Is this request to replace an existing website? Yes No Not sure

If yes, what is the URL? _____

Please assign a Site Collection Administrator and a Site Owner

(can be same person; additional SCAs and Site Owners can be added after site creation).

The following person will be the Site Collection Administrator: (Highest level of permission in the site; elevated security rights. Access to all content everywhere in the site collection. Typically the more permanent/long-term site owner.)

Name: _____ NetID: _____

The following person will be the Site Owner: (Second-highest level of permission in the site. Administrator privileges -- can perform administrative tasks for documents, lists, and libraries. Access to content within individual sites, where assigned.)

Name: _____ NetID: _____

Requestor's Signature: _____ Date: _____

Dean/Director/Department Head's Signature: _____ Date: _____

Office Use Only

Date Received: _____	Date: _____	Initials: _____
Ticket Created: (# _____)	Date: _____	Initials: _____
Departmental Site Created:	Date: _____	Initials: _____
Customer Notified on Completion:	Date: _____	Initials: _____
Ticket Resolved:	Date: _____	Initials: _____