Application for departmental
Web Account (W-Form)

The form below is for UCL users to apply for a web account for their College department or other unit.

If you require a website that uses our Content Management System, you do NOT need to fill in this form. Instead, please see details of how to apply for a CMS website account at: http://www.ucl.ac.uk/isd/services/websites-apps/website-requests

Please write clearly, fill in the sections on all pages, obtain authorisation from your departmental representative, sign the declaration and return the form:

via UCL Internal mail to:

Digital Presence,
UCL Information Services Division,
The Podium Building - 1st floor, Gower Street,
London WC1E 6BT

or if you hand-deliver:

UCL Information Services,
The Podium Building – 1st floor,
1 Eversholt Street,
London, NW1 2DN.

Notification of your registration will be sent to by email.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Full Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing UCL User ID:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Mobile number (needed for password verification)</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
Please complete either

**New Web Account**

Name of department, institute, centre, division, etc

# If an academic unit, name of Faculty

**Required name of Web directory:**
In line with UCL’s URL policy the name should be lower-case with multiple words separated by hyphens, e.g. plastic-surgery, it should also be readable and unambiguous and avoid unrecognised acronyms and abbreviations.
Please note all top web directory requests will go to the Eligibility Committee for approval (eligibility@ucl.ac.uk).

**Reason for web directory:**
Please can you give a brief description of what your web directory is going to be used for.

**or:**

**Changed responsibility for existing Web account**

Name or User ID of previous account holder:

Do you need the password to be reset?
– Yes/No

Web account User ID:
Declaration

☐ I am aware that my user account is for the purpose of College study, administration, teaching and research only.

☐ I have read and agree to comply with UCL Computing Regulations: http://www.ucl.ac.uk/isd/common/cst/swg/policy

☐ I agree that officers of the College have a right to inspect any material held in my account (including e-mail) and that this material may be disclosed to a third party.

☐ I am aware that in being part of the internet I may receive unwanted and unsolicited email, and that the College cannot be held responsible for this.

☐ I am aware that I will be held responsible for any unauthorised use or abuse of my account.

Signature ___________________________ Date ________________

Authorisation by UCL departmental computer representative

Name  Signature _____________ Date ____________

For Internal Use Only

Registration completed by ______________________________ Date ____________