

Web Server FTP Access Request Form

Please fill out the entire form and return it to Shon Lee at WH-380E, or fax it to (310)516-3877.
Please allow 7-10 working days for the web folder/user account(s) to be set up on the server.

Department: _____

Folder Name: _____ New Site

Name of Person Authorizing Access: _____

Title: _____ Office: _____

E-Mail: _____ Extension#: _____

Please provide the information below for staff, faculty, and/or part-time employees who are authorized to have FTP access to the department folder on the web server:

Name	E-Mail Address	Add/ Remove	Extension#
		<input type="checkbox"/> Add <input type="checkbox"/> Remove	
		<input type="checkbox"/> Add <input type="checkbox"/> Remove	
		<input type="checkbox"/> Add <input type="checkbox"/> Remove	
		<input type="checkbox"/> Add <input type="checkbox"/> Remove	
		<input type="checkbox"/> Add <input type="checkbox"/> Remove	
		<input type="checkbox"/> Add <input type="checkbox"/> Remove	

By signing below, I authorize the above staff, faculty, and/or part-time employees to upload/download files from the department folder on the web server.

Signature: _____ Date: _____

For Webmaster Use Only			
User Name:		Password:	