



Information Technology Services

REQUEST FOR WEB PRESENCE

Schools and administrative offices may request a presence on the M-DCPS web server if the site: (1) has personnel willing to create and maintain the website and (2) submits this Request for Web Presence form to Internet Services by attaching the form to an Internet Service Request (Employee Portal - Applications, Services & Sites).

After receipt of this form you will be contacted to establish your site's access to the M-DCPS Web server. The Technology Learning Center provides free online courses on website creation at: <http://tlc.skillport.com/skillportfe/register.action>. Internet Services reserves the right to disable any web page contrary to the policies and guidelines of M-DCPS.

Work Location: _____ Work Location #: _____

The website will be named _____ .dadeschools.net

Site personnel to be authorized access to your location's web server folder for creation and maintenance of website.

PLEASE PRINT	Primary Site Builder	Back up
First Name		
Last Name		
Employee Number		
Email		
Work Phone		

Location Administrator's Name/ Title

Location Administrator's Signature

Date