



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, CA 93160-6307
(805) 964-4711 • Fax (805) 964-4712 • Direct Dial 964-4710 plus extension

Service and Leadership • www.sbceo.org

SBCEO Program/Department Website Request and Authorization Form

IT-0100

All SBCEO programs and departments may create and maintain a website on the SBCEO Web Server, with the authorization from the department administrator or director. Each program/department should designate one person who will be responsible for the content and management of the website.

To establish a website, please provide IT Services with the following information:

Website Name (2-25 characters only): _____

The program/department website's address or URL will be **http://www.sbceo.org/~websitename**.

Name of responsible person: _____

- If the above website name is already a pre-existing SBCEO account, we need the name of the person it's assigned to.
- If the above website name **is not** a pre-existing account, we need the name of the person who should receive the account login and password.

Department Name: _____ Extension Number: _____

Program Name: _____

Site Location: SBCEO Hope NCEO Other

If other is checked for the location, please provide the mailing address for the site:

Address: _____ City: _____ Zip: _____

This request requires authorization by the department administrator or director.

Authorized Signature: _____ Date: _____

Return the completed and signed form to SBCEO - IT Services, 4400 Cathedral Oaks Road, Santa Barbara, CA 93110, or fax the request to 964-4712.

For Internal Use Only:

- Account added to Internet database by: _____ Date _____
- Account added/modified on Luisa by: _____ Date _____
- Public directory created & index.html file uploaded by: _____ Date _____
- Update links on SBCEO home page by: _____ Date _____