



Request for access to University Drupal CMS

This form is used for access to the University's Website Content Management System (CMS) - Drupal

Applicant details

University ID:		Telephone:	
Surname:		Email address:	
Given name:		Division:	
Position title:		Team:	

Website details

Please identify the website for which access is required. If seeking access for any pages in the [Gateway](#) / [Services](#) sites, please use 'anu.edu.au' / 'services.anu.edu.au'.

Website URL:	
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Conditions for access

The Australian National University's website CMS is the entry point to edit centrally supported content. To get access to the CMS for the purpose of managing content belonging to your specific business unit you will need to take the following steps.

1. Together with your supervisor, discuss your roles and responsibilities as a web editor.
2. Complete this form, have it signed by your Supervisor and Director then send it to webstyle@anu.edu.au.
3. Complete training with the Marketing & Student Recruitment Division Web Team.

Once you have been granted access to the CMS, you agree to the following conditions.

1. Adhere to the ANU web publishing guide, including the web style guides <http://webpublishing.anu.edu.au/>
2. Adhere to the ANU editorial style and relevant communications guides <https://services.anu.edu.au/marketing-outreach/storytelling-writing/writing-style-guide>.
3. Adhere to the Acceptable use of information technology policy https://policies.anu.edu.au/ppi/document/ANUP_001222.
4. Submit all requests for assistance to webstyle@anu.edu.au and understand that an initial response will be provided within 48 hours.
5. Note that web administrators who have not logged into a site for a six month period will have their account frozen and will need to re-attend a training session.

Applicant's agreement

I agree to the conditions stipulated above.

Signature:		Date:	
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Endorsement by Supervisor and Director

Supervisor name:		Director name:	
Supervisor signature		Director signature:	
University ID:	Date:	University ID:	Date:

Marketing& Student Recruitment Division to complete

- Complete training session and provide documentation.
- Add to relevant Alliance groups.
- Create website user account and assign to correct section.
- Notify user of account activation.
- Add to broken link notifications.
- Update admin access spreadsheet.
- Scan and file access form.