

# OmniUpdate Content Management System (CMS) Web Site Account Information

*Important: please carefully confirm all information provided below.  
Need help? Contact Patrick Lewis at 777-6626, [plewis@Binghamton.edu](mailto:plewis@Binghamton.edu)*

*FAX back completed form to 777-4659.*

Name of office, department, or organization: \_\_\_\_\_

Authorizer/contact of record (please print name): \_\_\_\_\_

Signature of authorizing dept. or organization head \_\_\_\_\_ Date: \_\_\_\_\_

Current or requested web address (URL): \_\_\_\_\_

Names currently on record for editing Web site: \_\_\_\_\_

*The following should have access to the web pages of our department or organization (Note: SELECT ONLY TWO PEOPLE. Completion of training is a prerequisite for CMS access):*

Name	Username	Type (fac./staff)	CMS access level*	Approver name**	Completed CMS training? (Circle one)	Skill level (Circle one)
_____	_____	_____	_____	_____	Yes/No	Begin/Intermed/Adv
_____	_____	_____	_____	_____	Yes/No	Begin/Intermed/Adv

\* For CMS access level, choose **two of the three** following optional roles:

**3 – Contributor:** One who has basic editing permissions but can't delete or create files or directories.

**7 – Editor:** This person can edit like the Contributor, plus upload files, create new pages and directories (a.k.a., folders).

**8 – Designer:** This person can edit like the editor, plus edit in HTML-only mode, delete files, and assign editing rights.

**\*\*Approver:** This can be any one of the roles above or none at all. The key function of this person is to review and approve work done by others in order for it to be published to the Web.

*Caution:* If you will be producing several pages in a short period of time and the Approver is not prepared to be readily available to actively participate in the workflow process, a production bottleneck will result. Approvers are best designated for stable sites needing occasional edits.

**Do you have content ready to go into the new site? Content Status (circle one below):**

Currently Being Revised                      Fine As Is                      Brand New                      I Need Help With My Content

**Please remove the following individual(s) from this account:**

Name	Username	Name	Username
_____	_____	_____	_____

**Reason for removal:**

\_\_\_\_\_