



Portal Channel Request Form for Academic and Administrative offices

About channels: <http://www.upenn.edu/computing/pennportal/channeltools/>
Acceptable Use Policy: <http://www.upenn.edu/computing/policy/aup.html>

Part 1. New request

suggested channel title (max 20 characters): _____

University Department/Office Name: _____

Brief description (the description will appear with the channel name on the list of available channels):

Note: for student requests, please use the **Portal Channel Request Form for Student Clubs and Organizations**

Will you need to be able to: include HTML (more than just hyperlinks) upload small images

Background and title colors:

The body text must be black so the background must be white or a light color.

Suggested background color: _____

The title bar can be black text on a light color, or white text on a dark color.

Suggested title bar colors: _____

Channel category

The channel will appear in a category to help users find it when they "Choose Content." Select ONE of the following categories for your channel:

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic Services | <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Campus Life |
| <input type="checkbox"/> College | <input type="checkbox"/> CGS | <input type="checkbox"/> Communities |
| <input type="checkbox"/> Grad & Professional Studies | <input type="checkbox"/> Health & Welfare | <input type="checkbox"/> Library & Research |
| <input type="checkbox"/> News & Entertainment | <input type="checkbox"/> Nursing | <input type="checkbox"/> SEAS |
| <input type="checkbox"/> Sports & Recreation | <input type="checkbox"/> Veterinary Medicine | <input type="checkbox"/> Wharton |

Part 2. **Channel Owner** (please print clearly) New owner Change owner info Remove owner

Full Name (include middle initial): _____ PennCard ID Number: _____

Phone Number: _____ - _____ Email Address: _____@_____

Address: _____ PennKey name: _____

As an individual whose position requires interaction with any or all of the University's administrative information systems, I may be provided with direct access to confidential and valuable data and/or use of data systems. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of University resources, I will maintain the confidentiality of my password for all systems to which I have access. I will use my access to the University's systems for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for personal purposes is prohibited. I understand that any abuse of access to the University's systems and their data, any illegal copying of software, and any misuse of the University's equipment may result in disciplinary action, loss of access to the University's systems, and possible sanctions consistent with the University Policy on Adherence to University Policy.

Requestor signature: _____ Date: ____/____/____

Requestor name (please print): _____

Part 3. **Change channel:** _____ (channel title)

Channel colors: _____ Channel category: _____ Channel description: _____

To change, remove, or add additional channel owner, see part 2 above

Part 4. **Deactivate channel:** _____ (channel title), as of (date): ____/____/____

Send completed forms to: PennPortal Administrator 265C, 3401 Walnut/6228 or FAX: 215-898-0386	To request forms: Email: pennportal@pobox.upenn.edu http://www.upenn.edu/computing/pennportal/forms.html
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