



## Portal Group Tab Request Form

Information about the PennPortal can be found at <http://www.upenn.edu/computing/pennportal/portaloverview.html>.  
The University's Policy on Acceptable Use of Electronic Resources can be found at <http://www.upenn.edu/computing/policy/aup.html>.

Part 1.  **New request** (note: new requests can skip parts 2 and 3 below)

suggested Tab title (max 20 characters): \_\_\_\_\_

filtered view of PennCalendar to use: \_\_\_\_\_

Organization Name (the organization for which the tab will be maintained):  
\_\_\_\_\_

Brief description of type of content that the tab will contain:  
\_\_\_\_\_

Part 2.  **Request a change for** (title of group tab): \_\_\_\_\_

Tab title: \_\_\_\_\_

Calendar view: \_\_\_\_\_

Change, remove, or add additional tab owner (see part 4 below)

Part 3.  **Deactivate tab** (title of group tab) \_\_\_\_\_, as of (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

Part 4.  **Tab Owner**     New owner (please complete either part 1 or part 2 above)     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) \_\_\_\_\_

<p>Send completed forms to:</p> <p><b>PennPortal Admin</b> Suite 265C, 3401 Walnut/6228    FAX: 215-898-0386</p>	<p>To request forms:</p> <p>Email: <a href="mailto:pennportal@pobox.upenn.edu">pennportal@pobox.upenn.edu</a> <a href="http://www.upenn.edu/computing/pennportal/forms.html">http://www.upenn.edu/computing/pennportal/forms.html</a></p>
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