# ECU WebCMS Access Request Form

**Please return this completed form (parts A and B) by internal mail to the**

**Digital Marketing, Experience and Analytics Team, Growth, Engagement and Marketing,**

**or scan and email to** [**corporateweb@ecu.edu.au**](mailto:corporateweb@ecu.edu.au)

## Part A

**To be completed by the staff member requesting access.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Staff Number: |  | **ECU Login ID:** |  |
| Access Type: | New user access  Upgrade current access from an ‘Author’ to ‘Approver’ | | |
| Access to edit: (Provide section URL) |  | | |

There are two levels of access to the ECU WebCMS:

1. **Authoring access** enables you to create, safe-edit, and delete web content. You can’t publish content on behalf of the University.New web authors are commonly granted 'authoring' access only. We like to ensure you become confident with the operation of the WebCMS and the management of your area’s web content before being granted publishing access.
2. **Approver access** is commonly granted to a small number of experienced web content authors within a business area, after they’ve gained experience in using the ECU WebCMS.Approver access automatically enables you to create, safe-edit and delete content, but you also have the ability to publish web content on behalf of the University.

## Part B

This part must be completed by your **School Executive Dean (including for a Research Centre/Institute within a School)**, **School Operations Manager**, **Dean, Service Centre Director, or Executive Director.**

|  |  |  |  |
| --- | --- | --- | --- |
| I grant the requester in Part A the following access permission: | | | |
| Author access: | (Tick box) | **Approver access:** | (Tick box) |

**Please note:** If you are authorising a staff member to have ‘Approver’ access, this means you are delegating permission for them to publish web content on behalf of the University. Please refer to the [Web Content Management Policy](https://edithcowanuni.sharepoint.com/:w:/s/SGS-CorpKB/EdsLCgeuga9CjcnyPL6529kB9hJLb7OnfytbtZs_ySNn5w) for more information about your responsibilities as a business owner.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | **Signature:** |  | **Date:** |  |

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### Part C: To be completed by staff within Growth, Engagement and Marketing upon final processing

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Date:** |  |
| WebCMS Groups Updated: |  | | |
| Notes: |  | | |