

ITS For-Fee Service Request Form, page 2

(See <http://aset.its.psu.edu/accounts/> for more information.)

Request a new service (1a.) or change the disk allocation of a previously requested service (1b.) below.

1a. Create a New Service

Select Service(s)	Service Description	Default Disk Space
<input type="checkbox"/> Calendaring and hand-held sync	Large lists of users should be sent electronically to accounts@psu.edu ; please contact accounts@psu.edu in advance for list format. Requests for schedulable resources (conference rooms, equipment, etc.), should be noted under section 3. Special Requests of this form.	N/A
<input type="checkbox"/> Co-Location Center	Machine room use for departmental servers. Use Co-Location Center Form Request	N/A
<input type="checkbox"/> Dept. Web Space/File Storage	Departmental online disk space. <input type="checkbox"/> Assign Web space to http://www.psu.edu/dept/ _____ (choose up to a 13 case-sensitive characters - all lowercase recommended). <input type="checkbox"/> Create a virtual host name for Web site (add. cost). Name for virtual host (ex.: http://yourdept.psu.edu/) SSL encryption required (add. cost): <input type="checkbox"/> YES <input type="checkbox"/> NO	Reserve _____ MB
<input type="checkbox"/> IMAP	Disk space for accessing e-mail from multiple locations. (NOTE: Does not work with Penn State WebMail).	120 MB* (additional)
<input type="checkbox"/> TSM File Backup/Archive	Complete the TSM Authorization Form.	N/A
<input type="checkbox"/> Sponsored Access Accounts http://its.psu.edu/policies/aaq.html	Granted via special request <input type="checkbox"/> FULL <input type="checkbox"/> SLIM	N/A
<input type="checkbox"/> STAA *or, apply online at: http://aset.its.psu.edu/accounts/accountsforms/	Short Term Access Accounts <input type="checkbox"/> FULL <input type="checkbox"/> SLIM Campus Code _____ Dept. _____ Number of Accounts _____	N/A

1b. Change disk allocation of previously requested service (ITS may limit disk allocations if necessary).

Check Service: <input type="checkbox"/> Departmental Web Space URL: _____ <input type="checkbox"/> PASS (Penn State Access Account Storage Space). List users below in Section 2 who require additional PASS.
New Disk Space: <input type="checkbox"/> Add new disk space _____ MB <input type="checkbox"/> Delete space _____ MB Total space in directory once request is complete _____ MB

2. Users List additional users below who will either receive the services requested (Calendaring and Sponsored Access Accounts), access to edit and view the service requested (Departmental Web Space) or serve as a TSM technical contact. Feel free to use an extra sheet of paper if necessary.

Full Name	PSU ID	Access Account Userid	Phone Number	Address

3. Special requests:

NOTE: * Disk space for some services is in addition to PASS is already allocated.