Setup Web Hosting through EITS

Overview
This document will walk you through the steps to establish a web server account with EITS

Section 1: Request Account

Part 1: Requesting an account

Step 1: Begin Request
Go to: https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=9847 to request an account. Click the "Request Web Account" button.

Step 2: Login with your personal myID
After clicking the "request web account" button you will be asked to login. You will login with your personal myID.
Step 3: Fill in request form

Fill out the request form to the best of your ability. I have provided some helpful hints below.
**UGA Web Account Request**

The EITS Campus Webhosting Service (Standard Edition, often referred to as a “www account”) is a free web hosting service for UGA affiliated departments and student organizations.

**Requested Web Address (URL)**

Please enter a url ending in uga.edu (i.e., http://testingux.uga.edu).

http:// yourusername.uga.edu

**Department/Organization**

For student organizations, this is the name registered with the Center for Student Organizations. All organizations must be registered with the Center for Student Organizations. Account.

Enter the name of your department here

**Administrator's Name (individual responsible for maintaining the WWW space)**

The individual who will be responsible for maintaining the WWW space.

Stephanie Sharp

**Sponsor's Name**

If the Administrator is a student, or a faculty/staff member from a different unit, enter the name of the sponsoring staff or faculty member from within the unit.

**Sponsor's Email Address**

An email address for the sponsoring staff or faculty member from within the unit.

**Web Page Description**

Description of Web Page

I would like to setup a web site to promote my research and teaching.

I hereby affirm that I will be the maintainer of the web content associated with this account.

Yes
Step 4: Wait

EITS has now received your request. You will receive communication once your web account has been setup. You will be asked to establish a username and password for the account. The username and password you establish will be used to connect with the FTP server. You should get some information from EITS about how to connect once your account is setup.
You will receive a notice from EITS once your account is setup. At this point you will establish credentials (username & password) that will be attached to your account. You will need this username and password at a later date. Please retain for your records.