

## NEUport Channel Request Form

This form should be used to request approval for your administrative unit to set up and manage a new portal channel. If your intention is to suggest new channel content of general interest, please send an e-mail to [portal@neiu.edu](mailto:portal@neiu.edu). The portal advisory team will review channel requests to ensure that content is not duplicated and will be appropriately managed. Please print, fill out, and return this form to the Portal Team c/o Brad Baker at the Library Administration Offices. Questions can be sent to [portal@neiu.edu](mailto:portal@neiu.edu).

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor's Department: \_\_\_\_\_

Requestor's E-mail Address: \_\_\_\_\_

Requestor's Phone Extension: \_\_\_\_\_

Proposed Channel Administrator: \_\_\_\_\_

Proposed Channel Title: \_\_\_\_\_

Proposed Channel Content and Purpose:

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Proposed Channel Category: \_\_\_\_\_

Target Audience:    Students \_\_\_            Employees \_\_\_

                         Faculty \_\_\_            Public (All Users) \_\_\_

                         Other: \_\_\_\_\_

Comments or Additional Information:

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We recommend that channel administrators have the following skills and abilities:

1. Comfortable with technology; able to learn new software quickly.
2. Able to develop professional content.
3. Detail oriented; good proofreader.
4. Authorized to make decisions about department's needs.

Upon approval of the requested channel, new channel administrators will be required to sign a Portal Access Approval Statement to ensure that they understand the appropriate use of the portal access they will be given.

For administrative use only:

Opt-in Channel: \_\_\_ Opt-out Channel: \_\_\_ Location if Opt-out: \_\_\_\_\_