



## HOST HEADER REQUEST FORM

Every Delta State University unit is entitled to a World Wide Web page and an appropriate link accessible through the DSU home page. As a privilege to having a web presence via the Delta State network and infrastructure, The Web Oversight Committee has approved the decision for each department/ group/ unit to have the right to a unique and identifying host header (example library.deltastate.edu). This identifying header can assist you in the marketing of your department and will ease end users in remembering the URL of your website. Each Information Manager, serving as the liaison to the Web Oversight Committee and the Office of Information Technology, and acting as the contact point for their unit, should provide the following information.

\*\* If this document is not filled out completely with all corresponding signatures, it will be returned to you until fully completed.

<b>Name of Information Manager:</b> <i>(person making changes to Website)</i>	<b>Name of Department Head or Vice President:</b> <i>(If you are a Department Head, please have Vice President sign)</i>
<b>DSU Email Address:</b>  @deltastate.edu	<b>Signature of Department Head or Vice President:</b>  date:
<b>Position/ Title:</b>	<b>Host Header Information:</b>
	<i>(first choice)</i>
<b>Unit/ Group/ Department:</b>	<b>http://</b> .deltastate.edu
	<i>(second choice)</i>
<b>Location of Campus Office/ Campus Mailing Address:</b>	<b>http://</b> .deltastate.edu
<b>Campus Phone Number:</b> (662) 846-	<b>URL of the page the header should point to.</b> <b>This can only be one page.</b>
<b>Signature of Information Manager:</b>	<b>http://www.deltastate.edu/pages/</b> .asp

\*\* DNS Changes could possibly take from 48 to 72 hours for changes to take effect. Please be patient while changes propagate.