# New UniShare Team Site Request Form.

This form should be used when you would like to request the creation of a new UniShare (SharePoint) Team Site.

Please complete all fields and email to IT.Support@hud.ac.uk

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Site Name:** | | |  | | |  | | | |  | |
|  |  | |  |  | |  | | | |  | |
| **Preferred URL** | | |  | | |  | | | |  | |
|  |  | |  |  | |  | | | |  | |
| Purpose of site | | |  | | |  | | | |  | |
|  |  | |  |  | |  | | | |  | |
| **Site owner** | | |  | | |  | | | |  | |
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|  |  | |  |  | |  | | | |  | |
|  | **Permanent or temporary**  (Choose one) | | **Permanent / temporary** | | |  | | | |  | |
|  |  | |  |  | |  | | | |  | |
| **If temporary, how long is the site required for** | | |  |  | |  | | | |  | |
|  |  | |  |  | |  | | | |  | |
| **Comments** | | |  | | |  | | | |  | |
|  | | |  | |  |  | | | |  | |
| **Contact Details**  (to whom the site information will be sent) | | |  | | | Ext no | | | | |  |
|  |  | |  |  | |  | | | |  | |
|  | | | | | | | | | | | |
| Please return to IT Support, Computing Services | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------** | | | | | | | | | | | |
|  |  | |  |  | |  | | | |  | |
| For use by Computing Services | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | |  |  | Contact informed | | | **(****)** |  | | | |
|  | | **Completed at** |  |  | | |  | | |  | |
|  | | **on** |  | Initials | | |  | |  | | |
|  | |  |  |  | | |  | | |  | |

Unisharesiterequestform.doc ( link from website)