# 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** |  |  |  |
|  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |
|  | **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)