

How to Request a Standard Website

Follow these step-by-step instructions for requesting the creation of a standard website.

Approval or denial

After receiving an application, the director of web strategy and development will approve or deny the request and notify the requester. If an application is approved, the director of web strategy and development will coordinate with computer services to configure the website.

- [Personal website](#)
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Related articles:

[Page:How to Request a Standard Website](#)

[Page:How to Edit a Faculty and Staff Directory Profile](#)

[Page:How to Log In to Your University Blog](#)

[Page:How to Enable JavaScript in Firefox](#)

[Page:How to Grant Overrides in My Missouri State as an Instructor of a Course](#)

Step-by-step guide

Refer to the appropriate instructions based on the standard website type.

Personal website

No commercial activity

Personal websites may **not** be used for commercial activity, including commercial solicitation of business.

1. Review the university's [Web Policy](#).
2. Submit a resource request via the [Computer Account Management System](#).

Course website

No personal content

Course websites may **not** be used for items of personal interest not related to the instructor's role at the university. Only personal websites may be used to host personal content.

Faculty and staff

1. Review the university's [Web Policy](#).
2. Submit a resource request via the [Computer Account Management System](#).

Graduate assistant

1. Review the university's [Web Policy](#).
2. Complete the course website application:
 - [Course Website Application \(Microsoft Word\)](#)
 - [Course Website Application \(PDF\)](#)
3. Submit the course website application to web@missouristate.edu.

Department website

Web Press option

The university recommends using [Web Press](#) for developing and maintaining department websites. Web Press sites can be requested through the [Web Press Site Request Form](#).

1. Review the university's [Web Policy](#).
2. Complete the departmental website application:
 - [Departmental Website Application \(Microsoft Word\)](#)
 - [Departmental Website Application \(PDF\)](#)
3. Submit the departmental website application to web@missouristate.edu.

Organization website

1. Review the university's [Web Policy](#).
2. Verify that your organization meets these requirements:
 - Currently active or in renewal status (via [Missouri State Organizations](#))
 - Acceptance of responsibility for the content and accuracy of the organization's website by the organization's president (via [Web Policy](#))
3. Complete the organization website application:
 - [Organizational Website Application \(Microsoft Word\)](#)
 - [Organizational Website Application \(PDF\)](#)
4. Submit the organization website application to web@missouristate.edu.

External organization website

Automatic removal

If an external organization changes and no longer meets the qualifications or does not have a valid supervisor for its website, Missouri State will remove the external organization's website from Missouri State equipment.

1. Review the university's [Web Policy](#).
2. Verify that your external organization meets these requirements:
 - A non-profit organization
 - A professional or academic organization/committee
 - Appropriate to the university's overall mission
3. Complete the external organization website application:
 - [External Organization Website Application \(Microsoft Word\)](#)
 - [External Organization Website Application \(PDF\)](#)
4. Submit the external organization website application to web@missouristate.edu.