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
- Course website
  - Faculty and staff
  - Graduate assistant
- Department website
- Organization website
- External organization website

Step-by-step guide

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

Personal website

1. Review the university’s Web Policy.
2. Submit a resource request via the Computer Account Management System.

Course website

1. Review the university’s Web Policy.
2. Submit a resource request via the Computer Account Management System.

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.
3. Submit the course website application to web@missouristate.edu.

Department website

1. Review the university’s Web Policy.
2. Complete the departmental website application.
3. Submit the departmental website application to web@missouristate.edu.

Organization website

1. Review the university’s Web Policy.
2. Complete the departmental website application.
3. Submit the departmental website application to web@missouristate.edu.

Related articles:
- How to Print a Brochure
- How to Enable JavaScript in Firefox
- How to Edit a Standard Website Using Network Path Access
- How to Turn On Clutter Filtering
- How to Clear Outlook Auto Complete Cache (NK2 Cache)
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 organizational website application.
4. Submit the organization website application to web@missouristate.edu.

**External organization website**

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.
4. Submit the external organization website application to web@missouristate.edu.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891

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**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.