

SUNY Collaboration Services (SUNY CS) Space Request

Please fill in the information below in order to request a Collaboration Services Space in Confluence (SUNY CS). Please email this document (filled out) and the User List document to webrequest@sysadm.suny.edu.

1. **Name of the Space:** _____

2. **Purpose of the Space:** _____

3. **Basic User List:**

Please fill out the User List excel file, and place the document name here: _____

Important Notes:

- **New Confluence users:**
 - The space owner will need to ask all new users to log into the SUNY CS in order to create an identity within the confluence system. Please have them log into <http://confluence.itec.suny.edu>. They will need to select their campus and enter in their local campus credentials. This will give basic access to any public confluence spaces.
- The following columns/fields are required for **ALL** users
 - User's Campus and Local Campus Userid
- Identify the Space Contributors by placing the text of 'YES' within the column/field.
- If the space has more than one group, please identify all the groups that apply to the user within the column and use a comma for separation. (ex: cs-groupname, cs-groupname2)

****Please note****

It will be the requestor/space contributor's responsibility to train all users for the Collaboration Services space.