Student Organization Emails and Websites

In order to request a website or email, your group must be chartered. Additionally, requests must be submitted by a club member who is listed on the online roster for the group. There are 3 types of requests:

- New email only (request a netID)
- New email and website (request netID and website together)
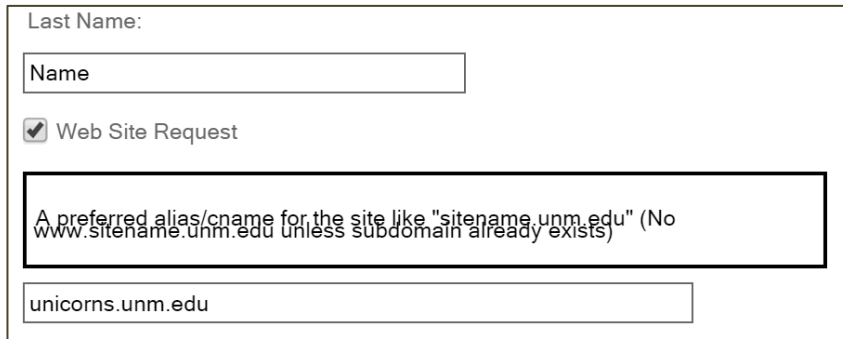- New website only (you must have a netID already)

Setting up a new email

1) Go to help.unm.edu and log in using your UNM email and password.
2) Select "Make a Request."
3) Select "Information Security and Account Access."
4) Choose "Department and Club NetID Access Request."
5) In the approver field, enter sac@unm.edu. In the description field, enter the full name of your student organization (no acronyms).

6) Review your information before submitting the request. Once you've filled in all fields, hit "submit." You will receive email confirmation with the ticket number of your request. Keep this email so that you can follow up with IT. Your request may take a few days to process, if you have questions about the status of your request contact UNM IT at 277-5757.

Setting up a new email and website

To set up a new website and email, follow steps 1-5 listed above. At the end of the form (underneath the "last name" field) check the "Web Site Request" option. Enter your preferred web address then hit "submit."

You will receive email confirmation with the ticket number of your request. Keep this email so that you can follow up with IT if needed. Once you submit your request, it may take up to two weeks for your website to get built. Once your site is created, you'll need to complete UNM's web content management system (WCMS) training and schedule a meeting with Andrea Marquez (amhart@unm.edu) to configure your site.

Setting up a new website

1) Go to help.unm.edu and log in using your UNM email and password.
2) Select "Make a Request."
3) Select "Information Security and Account Access."
4) Choose "Establish a Department or Club Website."
5) Fill in customer information, entering sac@unm.edu as the approver. Fill in the request details, making sure to type the full name of your group in the details field and the display name field. If you already have an email address for the group, enter that netID in the "first choice netID field."
6) Review your form, then hit submit. You will receive email confirmation with the ticket number of your request. Keep this email so that you can follow up with IT if needed. Once you submit your request, it may take up to two weeks for your website to get built. Once your site is created, you'll need to complete UNM's web content management system (WCMS) training and schedule a meeting with Andrea Marquez (amhart@unm.edu) to configure your site.

Customer Information

1

If your submission is on behalf of another user, please select them from the lookup.

The request is on behalf of this user: ○ User does not have a NetID

| Your Name |

An approver is required:

| Student Activities |

Request Details

2

Please complete the details associated with this request.

Service:

Establish a Department or Club Website

Request Type:

◉ New   ○ Modify

Please type a brief description of your request:

| website for unicorn club |

Department or Club Website Request   [Website Overview FastInfo](#)

If you already have a Department or Club NetID and wish to manually set up your website
via the automatic process, click [Show Me How](#)

| 1) Request your department or club NetID |

Fiirst Choice Department or Club NetID | unicorns |

Second Choice Department or Club NetID | |

Your New Domain Name will be: (i.e. https://mysite.unm.edu)

| https://unicorns.unm.edu |

NetID Display Name: | Unicorn Club |
The name you want to associate this NetID with ex: 'XYZ Club

Requested NetIDs are 2 to 20 characters
starting with a letter. Your netID is not
case-sensitive. Only letters and numbers
can be used. If someone else has already
selected the NetID you choose
you will be contacted.

You can start building your site in CPanel immediately after we create the domain,