

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

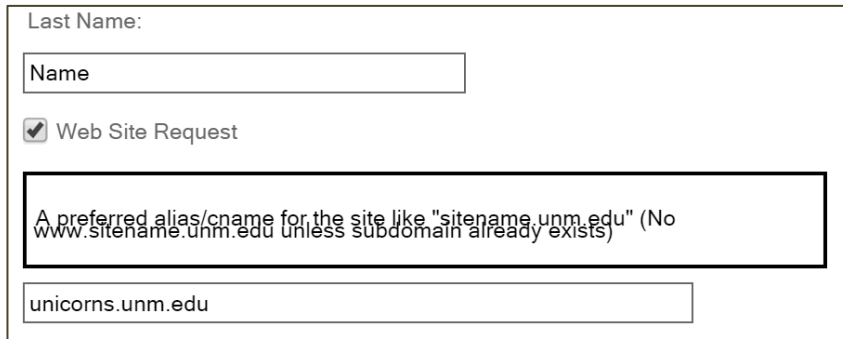
- 1) Go to help.unm.edu and log in using your UNM email and password.
- 2) Select "Make a Request."
- 3) Select "Information Security and Account Access."
- 4) Choose "Department and Club NetID Access Request."
- 5) In the approver field, enter sac@unm.edu. In the description field, enter the full name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

The screenshot shows a web form for requesting a NetID. It is divided into two main sections: 'Customer Information' and 'Request Details'.
Customer Information: A large number '1' is on the left. The text says 'If your submission is on behalf of another user, please select them from the lookup.' Below this, there are two fields: 'The request is on behalf of this user:' with a dropdown menu containing 'Your name' and a radio button for 'User does not have a NetID'; and 'An approver is required:' with a dropdown menu containing 'Student Activities'.
Request Details: A large number '2' is on the left. The text says 'Please complete the details associated with this request.' Below this, there are several fields: 'Service:' with a dropdown menu set to 'Department and Club Accounts'; 'Request Type:' with radio buttons for 'New' (selected), 'Modify', and 'Disable'; 'Category:' with a dropdown menu set to 'Club NetID'; 'Club Chartered:*' with a dropdown menu set to 'Currently Chartered'; 'Club Name:' with a text box containing 'Unicorn Club'; 'First Choice NetID:*' with a text box containing 'unicorns@unm.edu'; 'Second Choice NetID:*' with a text box containing 'spaceunicorn@unm.edu'; 'First Name:' with a text box containing 'Your'; and 'Last Name:' with a text box containing 'Name'. There is also a 'Requested NetID' field with a text box containing 'netid for the UNM Unicorn Club'. A note next to this field says: 'Requested NetID (first choice--3 to 20 characters, starting with a letter): *Your netID is not case-sensitive, so for example "TIm" is the same as "Tim". Only letters and numbers can be used. No special characters are allowed. If someone else has already selected the ID(s) you choose you will be contacted.' At the bottom, there is a text box containing 'Club NetIDs are approved by Student Activities (sac@unm.edu)'.

- 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.”



Last Name:

Name

Web Site Request

A preferred alias/cname for the site like "sitename.unm.edu" (No www.sitename.unm.edu unless subdomain already exists)

unicorns.unm.edu

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.

1

Customer Information

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 

2

Request Details

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

First Choice Department or Club NetID

Second Choice Department or Club NetID

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

NetID Display Name:

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,