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.”

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<th>Last Name:</th>
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<tbody>
<tr>
<td>Name</td>
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- ✔️ 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.
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

An approver is required:

Student Activities

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

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)

https://unicorns.unm.edu

NetID Display Name: Unicorn Club

The name you want to associate this NetID with: XYZ Club

You can start building your site in CPanell immediately after we create the domain.