

Authorization to Access Official K-State Social Media Account

Contact Information

Name: _____ K-State eID: _____
Title: _____ Dept./Unit: _____
Office Address: _____ Office Phone: _____

Access Request

I am requesting access to one or more official social media accounts for the following department/unit:

Department/Unit Authorization

By signing below, I affirm I have read, understand and will abide by the university's Social Media Guidelines, available at <http://www.k-state.edu/socialmedia/guidelines.html>, and the relevant university policies and procedures referenced therein. I understand the content I submit while acting as an agent of an official university social media property represents official communication on the behalf of Kansas State University, and I am responsible for ensuring said content complies with all university policies and standards. I understand any misuse of these access privileges or negligence on my behalf may result in the suspension or revocation of said privileges and/or disciplinary action by the university.

Responsible Individual

Signature

Date

Department/Unit Head

Signature

Date

Please return this signed form to the **Human Ecology Computing Support Group, 121C Justin Hall**. Scanned copies of this signed form may be sent to humecweb@k-state.edu. After your form submission is processed, you will receive additional information about the next steps in the process.

Office Use Only

Facebook Twitter Google+ LinkedIn Pinterest Other _____