**Systems Access**

**Webmaster Position**

Here are varying access and contact changes to enable for the new webmaster.

**REQUEST OTS:**

**Request OTS to grant access for the new webmaster to the following:**

* TSU webserver (send request to Ben Coleman, Server Administrator) for IIS usage & Inetpub/wwwroot access. All 3 domains that we maintain are now on one server…and all maintainable via IIS.
* Email account [webmaster@tnstate.edu](mailto:webmaster@tnstate.edu) & have webmaster’s email display setup to show that extra mailbox.

**TRAINING**

Enroll new webmaster in Omniupdate OU Campus training.

<https://support.omniupdate.com/videos.html>

**ACCESS TO VARYING SYSTEMS - LOGIN INFO**

Provided on a separate document since it contains passwords.

**UPDATE SYSTEM CONTACT**

Notify both of these entities of the new OU Campus administrator (ie. the TSU webmaster)

* Omniupdate ([support@omniupdate.com](mailto:support@omniupdate.com))
* OTS (Server Admin; As of Jan 2021, this is Ben Coleman)

**OMNIUPDATE SUPPORT ACCOUNT**

<http://ousupport.zendesk.com/>