

# THE UNIVERSITY of NEW ORLEANS

STRATEGIC COMMUNICATIONS

## Social Media Account Request Form

*PLEASE NOTE: One form must be completed for EACH account.*

Date: \_\_\_\_\_

Department/Unit/Official UNO Organization: \_\_\_\_\_

Name of staff or faculty member responsible for account: \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Type of account (ex. Facebook, Twitter): \_\_\_\_\_

Link / Username of account (example: *www.twitter.com/UNO*, *www.facebook.com/UniversityofNewOrleans*)

Why are you creating this account? \_\_\_\_\_

What audience are you hoping to reach? \_\_\_\_\_

*I agree that the purpose of this social media page is to promote official University of New Orleans academic programs, units, events and news. I agree that as the official University of New Orleans representative for this site, I will monitor this page regularly to ensure all content is related to university business and does not contain any offensive, suggestive or accusatory material. I agree to positively represent the University and uphold the mission and values of UNO at all times.*

Signature of registrant: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of supervisor: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Please email to [socialmedia@uno.edu](mailto:socialmedia@uno.edu)

**For questions, please contact:**

Strategic Communications

Phone: (504) 280-4570

Email: [socialmedia@uno.edu](mailto:socialmedia@uno.edu)

### STRATEGIC COMMUNICATIONS

\_\_\_ Approved

\_\_\_ Not Approved Reason: \_\_\_\_\_

Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_