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	Information Technology Services (its@PennState)	ITS Accounts Services Office 204 Wagner Building University Park, PA 16802 814-865-4772 (phone) 814-865-9289 (fax) accounts@psu.edu

ITS For-Fee Services Request Form

ITS Charge Account Number: _____

Create a New Service

Select Service(s)	Additional Information	Default Disk Space
Co-Location Center	Machine room use for departmental servers. Appropriate application must accompany ITS For-Fee Services Request Form (see URL below): http://www.psu.edu/dept/accounts/accountsforms/draft/accountsforms/Co-LocationForm.pdf	
Dept. Web Space/File Storage	Departmental Online Disk Space: **Assign web space to** http://www.psu.edu/dept/_____ (Choose up to 13 case-sensitive characters – all lowercase recommended). **Create a virtual host name for web site (additional cost)** Name for virtual host (ex.: http://yourdept.psu.edu): _____ SSL encryption required (additional cost) Yes No	Reserve _____ GB (15 GB Min.)
Dept. PASS Space/File Storage	Departmental PASS Space: **Assign PASS space - folder name**: _____ (Choose up to 13 case-sensitive characters – all lowercase recommended)	Reserve _____ GB (15 GB Min.)
TSM File Backup/Archive	Appropriate application must accompany ITS For-Fee Services Request Form: http://ais.its.psu.edu/wp-content/uploads/sites/24955/2015/07/tsm-auth.pdf	
University Collaboration Suite (UCS) Storage	Each UCS user is provided with 3GB of space. If you require additional space, you may purchase additional storage space in 5GB increments.	Reserve _____ GB (5 GB Min.)
Sponsored Access Accounts – Granted Via Special Request Sponsored Access Accounts page at Identity Services	Full (with email) Printing (will be charged to this account) Slim Printing (will be charged to this account) **Note:** 1. Printing cannot be added later. 2. Appropriate application must accompany ITS For-Fee Services Request Form. Please see Access Account Application form at Identity Services	
Short Term Access Accounts (STAA) *or, apply online at: https://cactus.aset.psu.edu/forms/staa/	Full (with email) Printing (will be charged to this account) Slim Printing (will be charged to this account) **Note:** Printing cannot be added later. Campus Code (2 letters only): _____ Department Code (two to three letters only): _____ Number of user IDs: _____	

_____   _____   _____
Requestor Signature   User ID   Date

_____   _____   _____
ITS Charge Account Supervisor Signature   User ID   Date

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Change disk allocation of previously requested service

Note: ITS may limit disk allocations if necessary.

Check Service:	URL/Folder/Path:	New Disk Space:		Personal PASS (Faculty & Staff):	
Departmental Web Space	_____	Add new disk space	___ GB	Add new disk space	___ GB
Departmental PASS Space	_____	Delete space	___ GB	Delete space	___ GB

Users

List additional users below who will either receive the services requested **(Calendaring, Co-Location and Sponsored Access Accounts)**, access to edit and view the service requested (Departmental Web Space and Departmental PASS Space https://umg.its.psu.edu/index.cgi) or serve as a TSM technical contact. Feel free to use an extra sheet of paper if necessary.

Note: This section is not required for STAA.

Full Name	PSU ID Number	Access Account user ID	Phone Number