

1. Contact DCP Information and Communication Technology (Julie/Katelyn) to schedule a meeting.
2. DCP ICT will email the social media request form.
3. Bring the completed form to the meeting for discussion.
4. Once you have completed the final version of the form, email it to DCP ICT staff (Julie/Katelyn) along with approval from your chair/director.
5. DCP ICT will approve the form and forward it to Dean Silver for approval.
6. Form will either be approved or sent back for revisions.
7. Once the form is approved, DCP ICT will use the information from the form to complete the VP/SVP form at:
https://connect.ufl.edu/aa/UREL/Lists/Social_Media_Accounts/Item/newifs.aspx
8. After receiving notification of approval by the Provost's Office, create social media site and provide DCP ICT with access and/or the link. Under certain circumstances, the site may be created prior to submitting to the Provost's Office. Please discuss with Julie/Katelyn during original meeting.
9. DCP ICT or account manager will submit site to University Relations for approval by completing the form at:
<http://www.urel.ufl.edu/social-media/social-media-registration/>

Helpful Links:

[UF Social Media Policy](#)

[Social Media Account Approval](#)

[List of Official UF Social Media Accounts](#)

Please fill out the following form and email it to Julie Frey at jsfrey@dcp.ufl.edu and Katelyn Oropeza at koropeza@dcp.ufl.edu.

- 1) Your name:

- 2) Social media type (e.g., Facebook, Twitter, LinkedIn, YouTube, Wordpress Blog, etc.):

- 3) Proposed Title:
Proposed URL:

- 4) Which academic unit is hosting your requested social media page?

- 5) Account Usage (explain how this account will be used):

- 6) Who is your desired audience?

- 7) Why is this social media tool the best way to reach your desired audience?

- 8) Account Managers (At least two account managers are required, at least one of whom should be the chair/director of the unit or his/her designee.)

Name	Email	Academic Unit
Primary Manager:		
Academic Unit Chair/Director or his/her designee:		
Other(s):		

- 9) Approval of Chair/Director is needed. He/She can either sign this form or send an email to jsfrey@dcp.ufl.edu with approval.