1. Contact DCP Communications (Joey/Kyle) to schedule a meeting.

2. DCP Communications 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 Communications staff (Joey/Kyle) along with approval from your chair/director.

5. DCP Communications will approve the form and forward it to Dean Anumba for approval.

6. Form will either be approved or sent back for revisions.

7. Once the form is approved, DCP Communications 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 Communications 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 Joey/Kyle during original meeting.

9. DCP Communications 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 Joey Mazzaferro at joeym@dcp.ufl.edu
and Kyle Niblett at kniblett@dcp.ufl.edu

1) Your name:

2) Social media type (e.g., Facebook, Twitter, Instagram, 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) Will the social media account/site support a clear business objective that is consistent with the mission and goals of the unit?

7) How will it meet a business objective? (Please include one page business plan)

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

9) Please list the training and qualifications of the person for managing this account/site.

10) Is the account/site manager familiar with UF social media standards, acceptable use policy and identity standards?

11) Is the account/site manager familiar with FERPA, HIPAA, public information and other privacy policies and procedures for appropriate and legal management of this account/site?

12) Please list the training and qualifications of the backup person for managing this account/site.

13) Is the backup account/site manager familiar with UF social media standards, acceptable use policy and identity standards?

14) Is the backup account/site manager familiar with FERPA, HIPAA, public information and other privacy policies and procedures for appropriate and legal management of this account/site?

15) Is there sufficient staff time available to manage this account or site? (at least one hour a day may be needed to devote to each social media site)

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