



**WEB SITE CONTENT MANAGEMENT SYSTEM (CMS)
AUTHORIZED USER AGREEMENT**

Name of Authorized CMS User:

Title of Authorized CMS User:

Division/Department Represented:

Web Site Page Name:

Statement of Responsibility:

I understand that I have been given authorization to post content using Delgado's Content Management System (CMS) on behalf of the division/department represented for the Web site page(s) listed above. I understand that this responsibility is part of my assigned job duties and will be included in my job performance evaluation.

I further understand:

- I must abide by all policies and provisions of the [Delgado Information Technology Security Policy](#).
- I am only authorized to post content: (1) with the appropriate internal approvals as applicable to the division/department account, and (2) which relate only to the purposes of the division/department account.
- The information I post on Web pages must adhere to the highest standards of ethical, responsible and considerate uses of Internet Web Pages as designated in the [Delgado Information Technology Security Policy](#).
- The Web page content I submit is for official college business only and I will certify that the information is current on a quarterly basis, at the very minimum.
- I must also make every effort to submit content that is grammatically and factually correct and written in a professional manner.

Signature of Authorized User: _____ Date: _____

I understand I am responsible for ensuring adherence to the above "Statement of Responsibility" for the division/department web page noted above.

Signature of Responsible Administrator: _____ Date: _____