

**MYHUDSONVALLEY PORTAL  
ORGANIZATION REQUEST**

The MyHudsonValley Portal allows for the creation of organizations to distribute content, communicate and collaborate with groups of faculty, staff and/or students. Previous organizations have been established, for example, to collaborate among work groups, among students in a particular course with multiple sections or among department chairs.

Please fill out the following organization request and submit it to the Webmaster (Sue Glaude).  
Fax: (518) 629-7548; Interoffice Mail: HGB 119

**DATE REQUESTED** \_\_\_\_\_

**ORGANIZATION TITLE** \_\_\_\_\_

**CATEGORY IN ORGANIZATION CATALOG**

Please select **ONE** of the following categories for this organization to be listed:

- Academic Schools, Departments and Programs (Faculty and Staff)
- Academic Senate
  - Ad Hoc Committees
  - Standing Committees
  - Affiliate Committees
- Administrative Offices and Departments (Faculty and Staff)
- Campus Committees (Faculty and Staff)
- Student Academic Organizations
- Student Extracurricular Organizations
- Training (Faculty and Staff)

**PURPOSE OF ORGANIZATION:**

- Communication
- Collaboration
- Document Sharing
- Other (*please specify*): \_\_\_\_\_

**ORGANIZATION LEADER(S) – MUST BE HUDSON VALLEY COMMUNITY COLLEGE EMPLOYEE(S)**

The leader(s) will be responsible for overseeing the content of the organization, arranging for enrollment and consulting with CET training staff if training is needed.

\_\_\_\_\_  
\_\_\_\_\_

**ORGANIZATION ENROLLMENT**

- Self-enrolling with Enroll Code (*leader will be issued Enroll Code to distribute*)
- Self-enrolling without Enroll Code (*organization will be available to ANY user to enroll*)
- System enrollment based upon Banner Classification (*if available*)

**TYPE OF ORGANIZATION**

It is important to outline who will be enrolled in your organization. If the organization is academic in nature or involves enrolling students, it will need approval from your department head and the appropriate dean. If the organization is non-academic, it only needs department head approval.

- Employees (*needs department head approval*)
- Employees and Students (*needs department head and dean approval*)
- Students – Academic (*needs department head and dean approval*)
- Students – Extracurricular (*needs department head/advisor and director of student life*)

**Department Head/Advisor Approval:** \_\_\_\_\_

**VPSS/Dean Approval:** \_\_\_\_\_

*Once the organization has been created, you will be notified by e-mail.  
You may then contact the Center for Effective Teaching to arrange for leader training if needed.*