



Content Management Authorization Form for Users

To establish an account that enables your agency to edit website content via Microsoft Content Management Server (MCMS), you must first register with Kentucky.gov. You can do so by visiting <http://www.kentucky.gov/subscribercenter/> and completing the self-registration process. If you have previously registered for Either the Newsroom or the Calendar you do **NOT** need to re-register. Once you have registered with Kentucky.gov, complete the information below.

Please Note: One of the components of MCMS, Site Manager, needs to be installed on the computer of the user(s) identified as the Channel Manager(s). There are system requirements for each computer that Site Manager would be installed on. Those requirements are as follows:

- NTFS File System (Not FAT 32)
- MS Windows XP Professional with SP1 or MS Windows 2000 SP4
- Internet Explorer 6.0 or higher
- Site Manager will **NOT** run on Windows Vista

Should you have questions while completing this form please contact Jonathan Keeler at (502) 875-3733 or jonathan@kentucky.gov

User Information

For additional users please copy this page as needed.

Name: _____

Agency Name: _____

Phone Number: (_____) _____ Email Address: _____

Kentucky.gov username: _____

Operating System: _____

Example: Windows XP Professional with SP1A, Windows 2000 with SP4

Browser and Version: _____

Example: Internet Explorer 6, Internet Explorer 7

CMS User Roles

Author Editor Resource Manager Channel Manager **

**** If this Channel Manager box is marked please verify the following as well.**

I have NTFS File System which is required for Site Manager.

Restricted Channels: _____

Management Authorization

Print Name: _____

Signature: _____

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