

Edublogs: Requesting a New Blog

Follow these instructions to request a new blog. You can use the **Request for a New Blog** form to request up to 30 new blogs.

All requests for a new blog **must** be completed from a computer connected to the WCPSS network.

1. Visit <http://blogsupport.wcpss.net>.
2. Click **Request a New Blog**.
3. Select **Request for New Blog Form**.
4. Complete all the requested fields. Take note of the following fields:
 - E-mail address
 - All blogs **must** be associated with a WCPSS e-mail address.
 - Only **WCPSS employees** can be blog administrators.
 - Blog Name
 - This becomes part of your blog's website address and cannot be changed.
Example: <http://blogs.wcpss.net/myblogname>
 - Must contain only letters and numbers. Spaces and special characters are not permitted.
 - If students will be users in your blog, **Board Policy 2313** requires a signed Photograph/Name Release for Web Site Development form under the following conditions:
 1. Blog name, title, or tagline contains identifiable information such as School name, teacher name, student name, grade or class.
For example, a blog name of Mrs. Smith's 5th Grade Class would require a signed form from each student. - **OR** -
 2. Student first or last names are used.
5. Click .



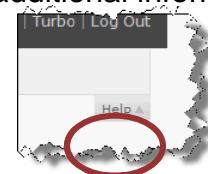
Notes

- A confirmation message of your request will appear. Print for your records.
 - A Help Desk ticket will be created from your request.
 - Blogs will be created within 2 business days.
 - You will receive an e-mail message from the WCPSS Blog team when your blog has been created.
- NOTE:** You must **activate your blog within 48 hours** of receipt of this e-mail or you will have to resubmit your request for a new blog.
- Once activated, you will receive a second e-mail message with additional information.

Support

Technical Support

1. Online help within your blog dashboard.
2. Edublogs Help and Support: <http://help.edublogs.org/>
3. Visit <http://blogsupport.wcpss.net>



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4. Contact the WCPSS Help Desk: helpdesk@wcpss.net or 664-5700