



Social Media Account for Academic Purposes Form

Creating or establishing social media accounts for Academic Purposes (e.g. teaching, learning and advising) must be documented to ensure Account Administrators are aware of their responsibilities and to ensure those who are part of the account have read and understood NSCC's Social Media Policy, Procedures and Guidelines.

1. Information

Name of Social Media Account: _____

Requestor's Name and Role: _____

Contact Information _____

I have read and understood NSCC'S Social Media Policy, Procedures and Guidelines

Yes No

2. Account Management

The employee who manages an account created for academic purposes is called an Account Administrator. Please note that Account Administrators are responsible for maintaining a current list of anyone with access to the account he or she manages. When anyone with access to that account leaves the College, the Account Administrator is responsible for changing any shared credentials.

Who is the Account Administrator?

Who else will have access to account credentials?

All account participants have read and understood NSCC'S Social Media Policy, Procedures and Guidelines

Yes No

3. Account Documentation

Please submit your completed form via College email to your Dean and copy your Principal and Academic Chair or Manager.