

NSCC Communications will review all requests. Before submitting your request, you must review NSCC'S Social Media Policy, Procedures and Guidelines. Please submit your completed form via College email to [communications@nsc.ca](mailto:communications@nsc.ca) and copy your Manager/Academic Chair and Executive Direct Report (Principal, Dean, Director). Before submitting your form, you must request approval from your Manager/Academic Chair and EDR member.

## 1. Information

Proposed NSCC Social Media Account: \_\_\_\_\_

Department/Unit/School: \_\_\_\_\_

Requestor's Name and Role: \_\_\_\_\_

Contact Information \_\_\_\_\_

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

## 2. Rationale

Purpose: What is your business reason for establishing this account? Why do you need it?

---

---

---

Objective/Goals: What do you want to accomplish with the account?

---

---

---

Target Audience: Who do you want to engage? Who do you want reading, following, commenting?

---

---

---

## 3. Account Management

The employee or student who manages an NSCC Social Media Account is called an Account Administrator. Please note that Account Administrators are responsible for maintaining a current list of employees and students who have access to the NSCC Social Media Account he or she manages. Account Administrators are responsible for ensuring that those who have access to the account he or she manages, have read NSCC's Social Media Policy, Procedures and Guidelines. When an employee or student with access to that account leaves the College, the Account Administrator is responsible for changing any shared passwords.

Who is the Account Administrator?

---

Who else will be using the account?

---

## 4. Account Approval

All requests to establish an NSCC Social Media Account require the approval of the requestor's Manager/Academic Chair and Executive Direct Report (EDR).

Name of requestor's Manager/Academic Chair and EDR member:

---

Have you received approval from your EDR to request this account?

Yes    No

Please submit your completed form via College email to [communications@nsc.ca](mailto:communications@nsc.ca) and your Executive Direct Report.