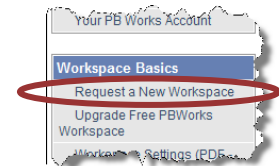


PBWorks: Requesting a New Workspace

Follow these instructions to request a new workspace. You can use the Request a New PBWorks Workspace (Wiki) form to request up to 10 new workspaces.

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

1. Visit <http://wikisupport.wcpss.net>.
2. Click **Request a New Workspace**.
3. Click **Request a New PBWorks Workspace (Wiki)**.
4. Complete all the requested fields. Take note of the following fields:
 - E-mail address
 - All workspaces created must be owned (administered) by a WCPSS e-mail address.
 - Workspace name
 - This becomes the first part of your workspace's direct website address.
 - Must contain only letters and numbers. Spaces and special characters are not permitted.
 - If students will be users in your workspace, **Board Policy 2313** requires a signed Photograph/Name Release for Web Site Development form under the following conditions:
 1. Workspace 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 on the screen. Print this for your records.
- A Help Desk ticket will be created from your request.
- Workspaces will be created within 2 business days.
- You will receive an e-mail message from PBWorks.com when your workspace has been created. It will contain all the information you need to get started with your workspace.

Support

Technical Support

1. **Online** help within your PBWorks workspace.
2. **User Manual:** <http://usermanual.pbworks.com/>
3. **E-mail:** support@pbworks.com
 - WCPSS receives *premium e-mail support* with an average response time of about 1 hour
4. Visit <http://wikisupport.wcpss.net>

