



*Inaugural Youth
Olympic Village*

Student Club Website Hosting Briefing

*Student Affairs Office, Centre for IT Services
20 Oct 2010*



Agenda

- Services Offered by CITS
- Procedures for New Committee
- Realignment Initiative
- Questions/Support

Services offered by CITS

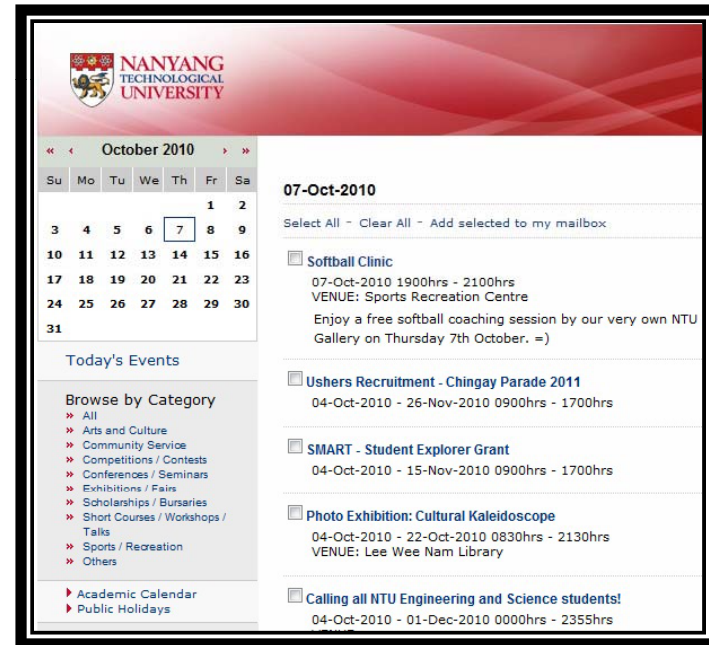
- Role based Email Accounts
- Events Publishing
- Web Hosting

Role based Email Accounts

- Email accounts are available in blocks of 20 accounts at \$13.90/block/year
- The format for the email account usernames and display names will be as such:
 - **Display name: ClubName-Role**
 - **Email address: ClubName-Role@ntu.edu.sg**
 - **Eg: #NTU Earthlink-President#, Earthlink-President@ntu.edu.sg**
- Not all 20 accounts need to be consumed.

Events Publishing

- Clubs & Societies may publish official events in NTU Event Calendar.



Events Publishing

- Who can publish event in NTU events Calendar?
 - Only authorised student club officials with NTU issued role base email accounts.
- How to publish event in NTU events Calendar?
 - Events can be published via the NTU Event Calendar Admin Module(formerly known as eNewsreader).
- Access to NTU Event Calendar Admin module is restricted to NTU network.
 - You will need to VPN to NTU if you are accessing it off campus

Events Publishing

- Can I reach out to all students?
 - You can encouraged to make use of Campus Buzz.
 - Click the option for "Campus Buzz" while creating your event
 - Enter your event by Wednesday for it to be included in current week's Campus Buzz
- Is there a system for people to sign up to my event?
 - You can use the Event Registration System (ERS) to enable users to register for your events.
 - No approval is required.

Web Hosting

- FREE website storage space of 1GB per student club
- Server allows server-side scripting, ASP, ASP.NET(upcoming), PHP, MySQL and Access database access
- Default URL of website
 - <http://clubs.ntu.edu.sg/<clubname>>

Web Hosting

- Hardware
 - Shared hosting Windows 2003 IIS webserver
- Software supported
 - PHP 5.0.4
 - MySQL 4.1.25
 - ASP 1.1, ASP.NET 3.5(upcoming)
- Access mechanism
 - Windows explorer/folder file management via \\webx\<clubname>
 - No FTP services
 - MySQL management via phpMyAdmin

Web Hosting

- Who can access the Club Web folder
 - Only authorised student club webmasters registered in the StudentLink->Student Club Website and Email Accounts Application
- Access to Club Web Folder is restricted to NTU network.
 - You will need to VPN to NTU if you are accessing it off campus

Web Hosting

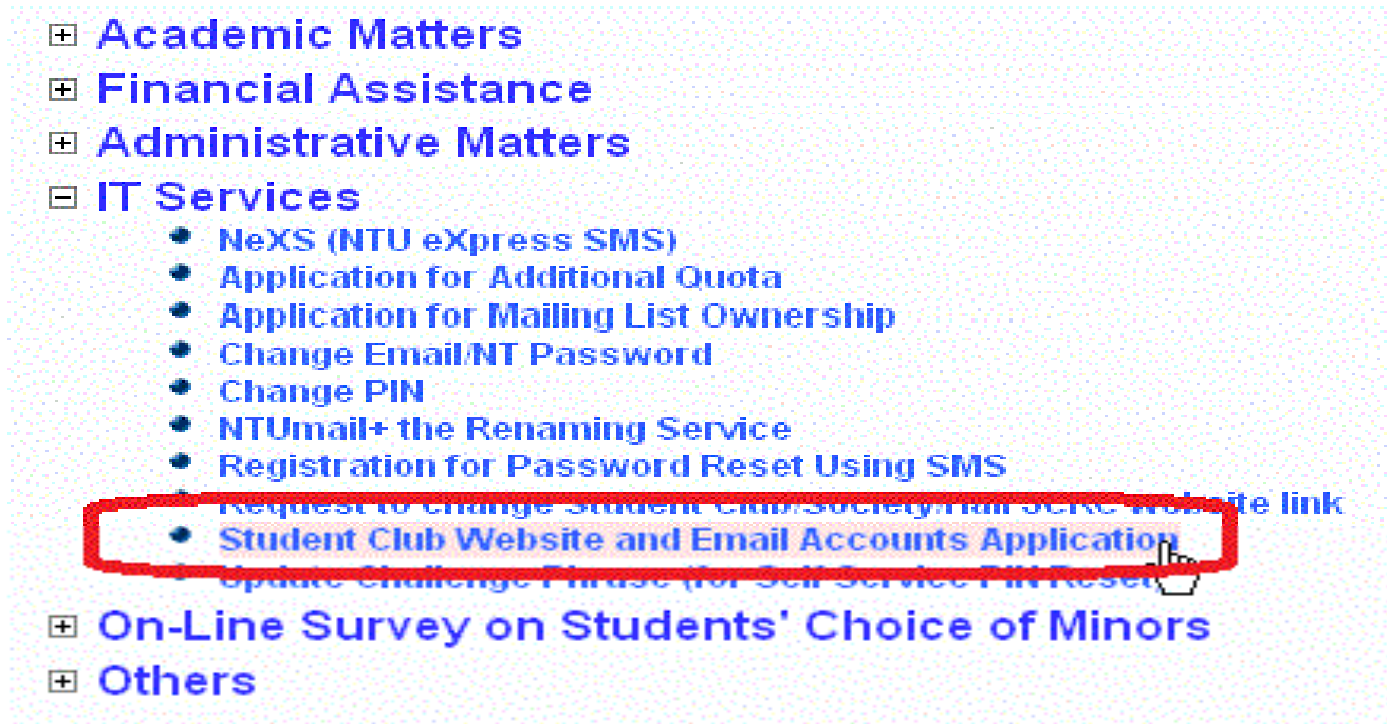
- How to access Club Web Folder
 - Windows explorer
 - Mapped Drive
 - Using Start->Run command
- How to access mySQL database
 - phpMyAdmin

Procedures for New Club President

- Do not email to CITS Helpdesk asking for granting of permissions
 - CITS cannot verify if you are the new club President
- Club President should update SAO informing that you are the new President
 - SAO will then update the new club president details into the database.
- Club President should then login to StudentLink->Student Club Website and Email Accounts Application
 - Check if your club has purchased any Role based Email accounts
 - Check and update the webmaster information

Student Club Website and Email Accounts Application (Email Accounts)

- Login to StudentLink->Student Club Website and Email Accounts Application




The screenshot shows a menu with the following items:

- ⊕ Academic Matters
- ⊕ Financial Assistance
- ⊕ Administrative Matters
- ⊖ IT Services
 - NeXS (NTU eXpress SMS)
 - Application for Additional Quota
 - Application for Mailing List Ownership
 - Change Email/NT Password
 - Change PIN
 - NTUmail+ the Renaming Service
 - Registration for Password Reset Using SMS
 - Request to change student club/society mail server website link
 - **Student Club Website and Email Accounts Application**
 - Update Challenge Phrase (for Self-Service PIN Reset)
- ⊕ On-Line Survey on Students' Choice of Minors
- ⊕ Others

Student Club Website and Email Accounts Application (Email Accounts)

- Login to StudentLink->Student Club Website and Email Accounts Application



Note: From Jan 2010 onward, application will sent directly to CITS for processing. Only the current president of the student club/hall are allowed to access this system, the records of current president must first exist in the SAO database before he/she can access the system for any new/updating of email accounts/website application.

Please select one of the options:

Club/Hall Email Accounts

- Application(new/renewal) for block of 20 email accounts
- Update/View info. on applied list of email accounts (Current president of club/hall is allowed to update list of email accounts submitted by himself/herself/former club/hall president)
- Print email accounts payment slip
- Application for more email quota

Club/Hall Website

- Application for new website/Update webmaster account
- Enquiry of application status/form details
- Application for more website quota

Student Club Website and Email Accounts Application (Email Accounts)

- Check your club's previous account application in the "Update/View info" option. If there are unutilized accounts you may apply to activate them.



Student Club/Hall Website and Email Management System
Check/Update applied list of email accounts

Close

NOTE:

- Update of applied list of email accounts are only allowed within the account expiry date.

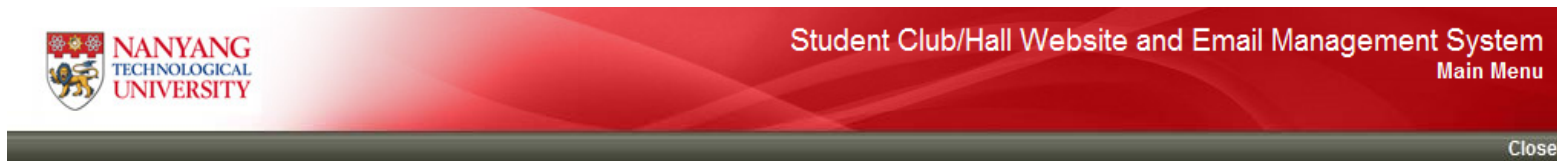
To view/update the account details, please click at the Ref#

Ref#	Apply Date	Club/Hall	Former Applicant	Form Type	CITS Status	CITS Update Status	A/C Expiry Date
1711	12-Feb-2010	TEST CLUB	TEST USER	Update applied list of a/c (3 a/c used up, 17 free)	Completed	Completed	11-Dec-2010



Student Club Website and Email Accounts Application (Email Accounts)

- If the accounts have expired, you can make an application at the main menu to renew or apply new accounts.



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Club/Hall Website

- Application for new website/Update webmaster account
- Enquiry of application status/form details
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Student Club Website and Email Accounts Application (Email Accounts)

- You can enter up to 20 accounts required. Select one account to have access to NTU Event Calendar Admin Module.

Please enter the following:

- Email address must be of the form **Club/Hallname-Portfolio**. The complete address is *Club/Hallname-Portfolio@ntu.edu.sg*.
- Email Display Name may be of the form *President of Club/Hallname*. The webmaster account must be of the form *Club/Hallname-webmaster*. The club/hall may tie this account to the club/hall's website for the website authoring purposes. This way more than one person may author the website together.
- The clubs/halls who wish to use NTU Event Calendar Admin Module may specify which role-based account they wish to use to login. The club/hall can only choose 1 role-based account for this purpose. For more details about NTU Event Calendar Admin Module, kindly refer to [this site](#).

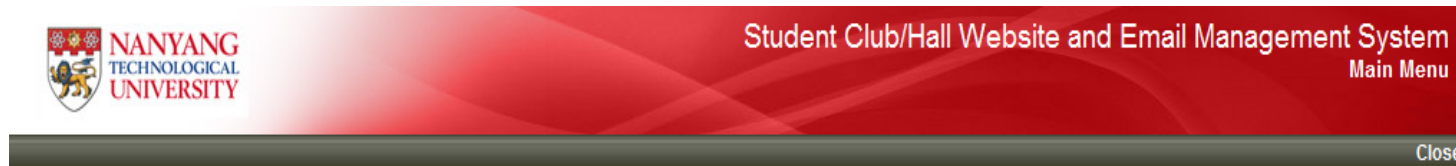
Row	Email Address (@ntu.edu.sg)	Email Display Name	Access to NTU Event Calendar Admin Module
e.g.	Clubname-President	President of Clubname	(Click Yes to access)
1	<input type="text"/>	<input type="text"/>	▼
2	<input type="text"/>	<input type="text"/>	▼
3	<input type="text"/>	<input type="text"/>	▼
4	<input type="text"/>	<input type="text"/>	▼
5	<input type="text"/>	<input type="text"/>	▼
6	<input type="text"/>	<input type="text"/>	▼
7	<input type="text"/>	<input type="text"/>	▼
8	<input type="text"/>	<input type="text"/>	▼

Student Club Website and Email Accounts Application

- Upon approval, go back to the application main screen and select “Print email accounts payment slip”.
- Print 2 copies of the payment slip and proceed to Office of Finance for payment.
- After payment, bring 1 copy of the payment slip and payment receipt(from Finance) to CITS Helpdesk at Admin Cluster (N2.1).
- The account application will be processed and you will receive a notification email once the accounts are created.

Student Club Website and Email Accounts Application (Website)

- Club President may apply for new website/update Webmaster information in this option.



Note: From Jan 2010 onward, application will sent directly to CITS for processing. Only the current president of the student club/hall are allowed to access this system, the records of current president must first exist in the SAO database before he/she can access the system for any new/updating of email accounts/website application.

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Student Club Website and Email Accounts Application (Website)

- Club President may apply for new website/update Webmaster information in this option.

Please select one of the following option :

Update of club/hall webmaster account ? If yes (selected), please select the club/hall name :

Club/Hall Name:

New website application ? If yes (selected), please specify the following :

Please select your Club/Hall Name : Preferred Club/Hall Web Folder Name : (Website URL will be of the form <http://clubs.ntu.edu.sg/ClubFolderName>)

Detail of Club/Hall Webmaster*:

If your club/hall has bought a block of 20 email accounts this year, you may use clubname-webmaster@ntu.edu.sg account as the role-based accounts. If you intend to use such a role-based account and have yet to pay for it, please use the other form to purchase the accounts first. Else you have to give the personal NTU network/email account of your club/hall's webmaster in this application form.

Role-based Account (if available): , OR

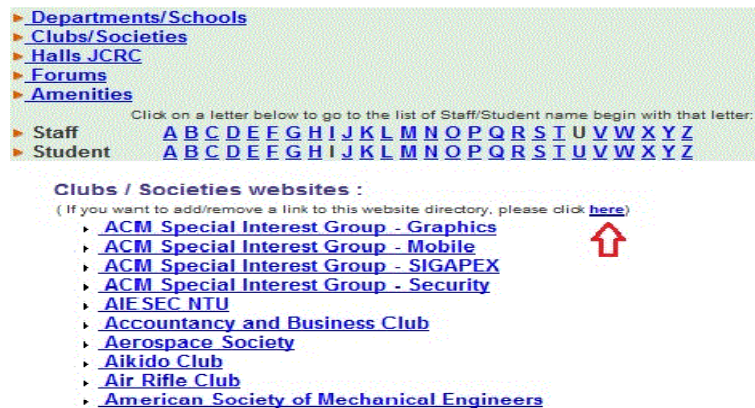
Personal NTU Network/Email Account of Webmaster:

Student Club Website and Email Accounts Application (Website)

- Club President will receive an notification once the application is processed.
 - No email will be sent to the webmaster
 - Please inform your webmaster if you are not the webmaster

Procedures for New Club Webmaster

- Check and make sure that your club website address is listed correctly in 2 places
 1. <http://www.ntu.edu.sg/campus/clubs/Pages/Clubssocieties.aspx>
 - For changes contact SAO
 2. A-Z List on NTU Homepage
 - There is an update function available on the page for changes



▶ [Departments/Schools](#)
▶ [Clubs/Societies](#)
▶ [Halls JCRC](#)
▶ [Forums](#)
▶ [Amenities](#)

Click on a letter below to go to the list of Staff/Student name begin with that letter:

▶ Staff [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
▶ Student [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Clubs / Societies websites :
(If you want to add/remove a link to this website directory, please click [here](#))

- ▶ [ACM Special Interest Group - Graphics](#)
- ▶ [ACM Special Interest Group - Mobile](#)
- ▶ [ACM Special Interest Group - SIGAPEX](#)
- ▶ [ACM Special Interest Group - Security](#)
- ▶ [AIESEC NTU](#)
- ▶ [Accountancy and Business Club](#)
- ▶ [Aerospace Society](#)
- ▶ [Aikido Club](#)
- ▶ [Air Rifle Club](#)
- ▶ [American Society of Mechanical Engineers](#)

Review your Club Website

- Review your website contents for possible copyright infringement
 - Check images, clipart. Do not copy and use images from the internet without verifying copyright status
 - Do not think that an image or website is not copyrighted because it does not have a copyright notice
 - Using a copyrighted image for non profit purpose is also an infringement of copyright.
 - Contact the owners if you want to use their images
 - Use stock images from sources like Stock.XCHNG, Microsoft clip arts and images.

Review your Club Website

- If your website is running forums or blogs
 - Review the postings or blogs for inappropriate contents
 - Example: Pornographic materials, Obscene languages
 - If you allow photos to be uploaded by the public, make sure you have a disclaimer statement on your website where copyright complains can be made

Guidelines for Incoming Committee

- Take over over any club Role based email accounts, MySQL, forum, blog, etc accounts from the previous committee
 - Change the account passwords
- Take over the club website
 - Review and update the website
 - If there are any applications running, ask for the source codes and documentation

Guidelines for Outgoing Committee

- Hand over any club Role based email accounts, MySQL, forum, blog, etc accounts to the next committee
- Hand over the club website to the next committee
 - Review the website and remove any inappropriate content before handing over to the new committee
 - Do a proper documentation of existing applications if any

Website Realignment Initiative

- To realign club websites that are hosted externally back to NTU
 - Clubs hosting websites with external providers are to move their websites back to NTU

Why the realignment?

- Corporate branding
- Consistency
- External web hosting problems
 - Domain Hijacking
 - Cybersquatting
 - Change of website address
- Response Time
 - Responses to incidents may be delayed
- Past incidents
 - Club changed it's website address. The previous address was taken over by some pornographic website

How it affects your Club

- Clubs that are already hosting websites with NTU
 - No change
- Clubs that are hosting websites externally
 - Start to move your websites back to NTU server
 - * Your club URL will change
- Deadline: End of January 2011
- Website listing on SAO webpage will cease. There will be a link to A-Z listing. A-Z listing will only allow NTU domain URLs.

How to go about it

- Websites developed with CITS supported platform
 1. Big Bang Approach
 - Download contents from external provider
 - Upload all contents to NTU provided web folder
 - Attempt to fix any errors like broken links or incompatible components, scripts or codes
 2. Start from Scratch Approach
 - Download contents from external provider
 - Upload files one at a time OR create empty pages and copy and paste contents

How to go about it

- Websites developed with non CITS supported platform
 - You may need to re-design your website under CITS supported platform

Guidelines for Large Content websites

- Websites with tons of photos, images and video (>1Gb)
 - Place your text web pages on NTU web folder
 - Store photos, images and videos on external providers like
 - Photobucket
 - Image Shack
 - Flickr
 - Youtube
 - MySpace
 - Link these images on your web page

What support does CITS provide?

- CITS serves as the platform provider. Thus we will not be able to assist on coding issues of your website. We can advise and help if there are any issues in transferring of the files to NTU server
- Incompatible web components
 - CITS can only advise on best effort basis. CITS will also not install special programs on NTU servers for your club site as this can compromise the security and/or stability of our servers.
- Redirection of URL (when you are ready to move)
 - Some external hosting providers will have facility for redirecting of website to another URL. Always request for a 301 redirect that is search engine friendly
 - If there is no such facility, CITS can advise on how to create a redirect page.

What support does CITS provide?

- Popular software Installation Guide
 - CITS will provide installation guides for :
 - PHPBB 3.0
 - Wordpress 3.x
 - We will be putting up the guides on <http://clubs.ntu.edu.sg/ntudemo>

FAQ

- There are too many contents to move over. I may not be able to meet the timeline.
 - You can start with the bare minimum to get the new website started. Inform your members/public that you are moving to the new website.
 - Start new contents on NTU website and leave older contents on your external provider. Move over the older contents at a later stage and decommission it.
- How do I ensure a smooth transition to the NTU website?
 - Inform your users that you are moving
 - Use a 301 redirect. This will optimize your search engine rankings.

FAQ

- My service provider is running Linux & Apache web server. How do I migrate over?
 - If your contents are html or PHP based, there shouldn't be any issues. You may have to change some of the path links though.
- Do I get a dedicated VPS?
 - No, the NTU web server is shared hosting. You will not get a console access.
- Can I create a redirect page on NTU server and redirect my club website to a external website?
 - No you are not allowed to do that.

Questions/Support

– FAQ:

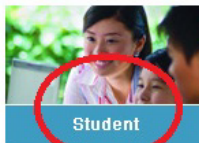
<http://www.ntu.edu.sg/cits/gettinghelp/webpublishing/Pages/club.aspx>

– Commonly Used Services

- visit <http://www.ntu.edu.sg/cits>



IT Services for:



A screenshot of the "IT SERVICES FOR STUDENT" menu. The menu items are: StudentLink (for undergraduate students), GSLink (for graduate students), and Account and Storage. A red circle highlights the "For Student Clubs Only" section, which lists: + Apply for Student Club Website Hosting and Email Accounts for Publishing Events, + Use Event Registration System (ERS) for Official Event, + Request to Add/Change Student Club Website Link in A-Z Directory, + Apply for Mailing List Ownership, and + Request for IT Hardware/ Support.

Questions/Support

– CITS IT Hotline

7am-11pm daily:6790HELP[4357]

helpdesk@ntu.edu.sg

- Always email Helpdesk with your official NTU email account. CITS cannot verify your identity if you email us using external email accounts like Hotmail, Yahoo or Gmail.

Questions & Answers

– Any?