

Criteria and Directions for Obtaining Teaching Website Services

Archdiocese of Baltimore educators who have completed an approved web creation course are immediately eligible to request web space on an Archdiocesan sever located at the Catholic Center. Teachers who have completed the Goucher training program and currently have a site housed at <http://gouchercenter.edu> will be given priority.

Sites can be requested by completing the online request form located at <http://teachers.archbalt.org/newuser.htm>.

Space is limited and as such is available on a first come, first serve basis. Each request will be independently evaluated based on the following criteria.

- Available memory, space, and connectivity
- Requestors completion of an approved web creation course
- Requestors access to alternative Web site services

Questions relating to Web site creation will be handled through contact with the instructor who taught the approved web creation course, or a third party web development expert.

Questions relating to user names and password access will be handled by the help desk at the Catholic Center. Please email helpdesk@archbalt.org or call (410) 547-5305 option #2.

Sites that are inactive for over 180 days will be removed from the server to ensure that space is available for future expansion. The Archdiocese is not responsible for lost data due to this policy.