

Domain Name Process (new, renewals, and transfers)

Once Strategic Communications has approved the request for a new site and approved the domain name, Strategic Communications will notify Information Technology.

The Information Technology department maintains an inventory of domain names located at our approved domain name registrar, Network Solutions. Information Technology will purchase new domain names, notify domain name owners of renewals and manage the transfer of domain names between registrars. The costs for domain names will be the responsibility of the owner of the domain name.

Information Technology requires Private Registration be added to all requested domain names. Private registration helps to protect against malicious attacks that seek to steal our information. If our personal information is available on WHOIS it is also easily accessible to telemarketers, spammers, and scam artists. Private registration helps protect against those who seek to purchase our domain names.

Information Technology will confirm with Strategic Communication domain name requests adhere to the [Web Governance Policy](#).

Procedures

1. How to request a domain name?
 - a. Send email request to nbecker@nebraskamed.com. The request should include:
 - i. Desired domain name
 - ii. Brief explanation of business reason for the desired domain name
 - iii. Domain name owner
 - iv. Cost Center responsible for purchasing
 - v. Service Terms (1, 2, 3, 5, 9, 20 or 100 years)
 - vi. Internet protocols (IP's) for the new domain
2. How to renew a domain name?
 - a. A representative from Information Technology will notify the domain name owner 30-60 days prior to expiration to confirm renewal. Information needed will be:
 - i. Confirmation the domain name needs to be renewed or cancelled
 - ii. Confirm cost center responsible for renewing
 - iii. Service Terms for renewal (1, 2, 3, 5, 9, 20 or 100 years)
3. How to transfer a domain name to UNMC's accredited domain name registrar?
 - a. Send email request to nbecker@nebraskamed.com. The request should include:
 - i. Domain name to transfer
 - ii. Name of the registrar where the domain name is being transferred from
 - iii. Authorization code from transferring registrar
 - iv. Brief explanation of business reason for transferring domain name
 - v. Domain name owner
 - vi. Cost center responsible for transfer purchase
 - vii. Service Terms (1, 2, 3, 5, 9, 20 or 100 years)
 - viii. Internet protocols (IP's) for the transferred domain
4. How to request a subdomain name?
 - a. Send email request to nbecker@nebraskamed.com. The request should include:
 - i. Desired subdomain name

- ii. Brief explanation of business reason for the desired domain name
- iii. Domain name owner
- iv. Internet protocols (IP's) for the new domain