KUTZTOWN
UNIVERSITY
McFarland Student Union

Carousel TV Account Registration

Name:_____ Date:_____

Department:_____ Phone:_____

Email:_____ Account Type:
(KU Accounts Only)

Signature:_____ ☐ Student

Supervisor Approval:_____ ☐ Faculty/Staff
(Department Head or Advisor Signature)

Guidelines for System Use:

- Messages with no corrections or edits will be approved within one business day.
- Two accounts per department are available.
- Use of the Carousel system is primarily for the promotion of services, events, meetings, programs, and special happenings taking place in the McFarland Student Union.
- Depending on utilization of the system groups may be limited to 3-5 messages at any one time.
- Only one message per event, promotion, or activity is permitted.
- Messages must be broadcast for a definitive period of time not to exceed two weeks. Open ended/continuous announcements will not be approved.
- Verbose messages or grammatical errors will be edited or returned for revision before approval.
- Message crawls will be managed exclusively by the Office of Student Union & Involvement Services and be restricted to peak traffic periods.

Password & Account Management:

- Users will be assigned a system login that corresponds with the prefix of their KU email address.
- Users will be assigned a temporary password that should be immediately changed upon account approval.
- Accounts/Passwords should not be shared.

☐ Account Approved ☐ Account Denied:_____

Password:_____ Office Use Only

Login:_____

Date:_____

System Login = http://axistv.kutztown.edu
System Information = http://msu.kutztown.edu - Facility Info, Axis TV