Requesting space for a group or organization

How do I request a D2L shell for my group, committee, or organization?

Please contact the IT Help Desk at (717) 871-7777 (from on campus: x7777) or HelpDesk@millersville.edu, explain that you are requesting a special-purpose D2L shell for a group or organization, and provide the following information:

- your name
- your department
- your email address
- your phone number
- your desired name for the D2L shell
- the department with which the D2L shell is affiliated, if any
- the name of the primary contact for the D2L shell, if not you
- the semester(s) during which the D2L will be used, if applicable

Notes:

- Once a request is submitted to the IT Help Desk, it may take three to four business days for the course shell to appear within D2L.
- Because D2L shells for groups and organizations are not linked with Banner, you must manually add to, and drop from, the shell other members of the group or organization.