



Instructions on completing form:

Please complete this form and attach to your email request. Submit request and form to:
helpdesk@shorter.edu

Request for ShareDrive/Folder Access

ID#:	Name:	Email:
Office Phone #:	(Please check) Staff? <input type="checkbox"/>	Faculty? <input type="checkbox"/>
Department:	Division: Traditional <input type="checkbox"/> CAPP <input type="checkbox"/> On-Line <input type="checkbox"/> (Please check 1)	

Name of Share-Drive/Folder request: _____

Example:

Share-Drive/Folder: [\\mongo\ASData\Calendar](#)

Business Reason for share request: _____

Data Owner's Signature: _____ Date of Signature: _____
(Do NOT obtain signature prior to request)

**** Please submit your request - along with this completed form (except for Data Owner's Signature) - to the Shorter helpdesk at helpdesk@shorter.edu or by visiting helpdesk.shorter.edu and attaching this completed form with your ticket. A Helpdesk agent will obtain the signature and date of signature of the Data Owner. NO ACCESS WILL BE CREATED UNLESS THIS FORM IS SUBMITTED****