

## Southern Seminary Fileshare Access Request Form

**PLEASE FILL OUT ON COMPUTER**

Grant Access       Remove Access       Name/Position Change

Start Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Position Title: \_\_\_\_\_

### **Network Locations and Access Level**

For access to be granted, you must use the proper formatting. You may grant access to folders or files, either read only or modify access. Use a separate line for each file or folder, and please put the complete path (do not simply put "same as previous employee").

*Example:*

<\\sbts.edu\fileshare\network services> : RO      for read only access to that folder

<\\sbts.edu\fileshare\network services\spreadsheet.xls> : M      for modification access to that file

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All files and folders being changed must be authorized by the user's immediate supervisor. If the user is the head of a department, their own signature will suffice.

Print Name of Authorizing Supervisor: \_\_\_\_\_

Signature of Authorizing Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Campus Technology Use Only:**

Received: \_\_\_\_\_ Notified: \_\_\_\_\_

Completed: \_\_\_\_\_ By: \_\_\_\_\_ SF: \_\_\_\_\_