

Special Access Drives Access Rights Request Form

This is *not* an interactive form - Print and return it to your FSA

Every department member is granted access to the departmental drive(s) space when it is created. However, some departments have a need for a sub-group to share space on the drives. This space can not be accessed by other than the individual named below (complete one form per person). This form is designed specifically for access to special subdirector(s) in your drives.

Instructions:

1. Complete *one* form for each person being given L:, H:, M: or Lotus Notes (mail file) drive access.
2. *Print* all information except signature.
3. This form can *only* be completed and signed by the department chair, manager, director, or dean.
4. Direct questions to your FSA.

<i>Drive Location Information:</i>	
Department/Office (print):	
<i>Grant Drive Access/Mail file Rights To The Following:</i>	
User Short Name:	
User Full Name:	
User Context:	
New Folder or Existing Folder:	<input type="checkbox"/> New <input type="checkbox"/> Existing
Path to Folder: <i>(e.g. L:\its\FSA)</i>	
Brief Description of intended use:	
<i>Authorizer signing form accepts responsibility for this access:</i>	
Dept Chair/ Faculty Member/ Supervisor signature:	
Date:	
<i>Kennedy School of Government IT Services Use:</i>	
Technician's Signature	
Date Completed:	
Department Notified by:	