

Check all that apply

New Share Drive Set Up Departmental Share Drive: Add Access Modify Access Remove All Access

Instructions

- The form must be filled out by an official departmental supervisor or director
- The Supervisor must sign the form

Once the form is completed, submit it to the Service Desk, located in the NAC 1/301. A Service Desk ticket will be created and reviewed by OIT staff.

(Please write as clearly as possible and fill out all applicable fields to avoid delays)

Departmental Share Drive Access for...

Last Name: _____ First Name: _____
Department: _____ Title: _____
Office Location: _____ Extension: _____
CCNY Email: _____ Director / Supervisor: _____

Share Drive Information

New Share Drive Existing Share Drive

Share Drive Name: _____
Share Drive Path: _____ IP Address: _____

Supervisor / Director Information and Approval

Last Name: _____ First Name: _____
Department: _____ Title: _____
Office Location: _____ Extension: _____
CCNY Email: _____
Supervisor Signature: _____