**Request for Access to Department or Admin Files and Network Printers**

This form is for requesting access or removal of administrative and/or departmental file shares for new employees, transferring employees, and employees who leave SCSU.

**Instructions**

* **After completing the form, sign it and send the form to your college or campus technician or  to ITStechs@stcloudstate.edu**
* Please indicate the complete folder path. Examples:
	+ [\\stcloudstate\huskynet\deptfiles\ITS](file:///%5C%5Cstcloudstate%5Chuskynet%5Cdeptfiles%5CITS)
	+ [\\stcloudstate\huskynet\AdminFiles\UComm\Training](file:///%5C%5Cstcloudstate%5Chuskynet%5CAdminFiles%5CUComm%5CTraining)
* Please note that authorized access to these folder(s) is for work-related or business use only.
* When an employee leaves or transfers to a different department, access to the folders must be removed.
* Please complete a separate form for each employee.

**PLEASE ADD THE FOLLOWING PERMISSIONS**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ StarID:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Access options (select one) View/Read Only Modify/Update Folder Path**

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**Network printers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is the faculty/staff member currently working in a different department on campus? If please list the department. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE REMOVE THE FOLLOWING PERMISSIONS**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ StarID:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Remove access to the following Folder Paths : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Remove access to these network printers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will the faculty/staff member be working in a different department on campus? If please list the department. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**