



# Enterprise Technology Services File Share Folder Request Form

This form will help ETS to configure e-mail accounts not associated with individuals' names but instead with organizations, programs, or projects. Please complete all pertinent information to ensure timely processing of your request. When done, click .

## 1. File Share Name:

If an acronym is used please define the acronym

## 2. Type of Access Please indicate one of the following:

Read-Only(RO): User(s) can only view folders/files

Read-Write(RW): User(s) can view and create/edit folders/files

## 3. Purpose of File Share BRIEFLY indicate the purpose for this account:

## 4. HU Department/Division

## 5. List of All Users requiring access:

List only '@howard.edu' addresses. (If additional space is needed, you can add an attachment. PLEASE PRINT)

Full Name	E-mail
Full Name	E-mail
Full Name	E-mail
Full Name	E-mail
Full Name	E-mail
Full Name	E-mail

## 6. Sponsor/Primary Contact for the Account

(Sponsor assumes all responsibility for the use of the account by all authorized users. **Must be a Dean/Administrative Officer with budgetary authority**):

<u>Sponsor</u>	<small>check if the Sponsor is also the Primary Contact</small>	<u>Primary Contact</u>
Full Name		Full Name
E-mail		E-mail
Phone		Phone
<b>7. Sponsor Signature</b>		<b>Date</b>

For more information and instructions go to [www.howard.edu/technology/email/](http://www.howard.edu/technology/email/)