

Bank Street College Network Shared Area Request Form



Please call the Help Desk at X4642 with any questions about this form. You will be notified via Email when the Shared Area is available for use.

Shared Area Name: _____

The owner for this shared area is responsible for user access (including adding and removing people's rights; coordinating file cleanup when/if the shared area runs out of disk space; and other administrative details related to appropriate use of the shared area.

Shared Area Owner: _____

User Access

For each person listed, please select the type of access he/she should have (Read, Write, Create, Erase, Modify)

Name	User Access				
	R	W	C	E	M

Shared areas are given 1GB of disk space upon creation of the shared area. If this disk space is reached, please contact the Help Desk for an increase. Currently, 2GB is the largest capacity for a shared area. Additionally, audit reviews are done annually to ensure proper user access to network files.

Requested by: _____

Date: _____

Office Use:

Location: _____ __BNKDATA/ __ PUBS __BNKMSM/

NDS Group Location: _____ .BSC

Disk Restriction: _____ 1GB _____ 2GB

Prepared by: _____

Date: _____

Setup:

- Create Directory
 - Add owner
 - Add Location
 - Add Description
(include date, requestor, and setup by)
 - Add Members
- Email Documentation