



Shared Folder Access Request

Date: _____

Name: _____

OAK ID: _____

Office/Department: _____

Classification:

- Student Worker
- Faculty

- Permanent Staff/Admin
- Other

- Temporary Staff

S-Drive Shared Folder(s)

Access Rights

- Folder _____
- Folder _____
- Folder _____
- Folder _____

- Read Only
- Read Only
- Read Only
- Read Only

- Read & Write
- Read & Write
- Read & Write
- Read & Write

Web Server Authoring Request

Department/Area(s) _____

Student Worker

- Exchange Calendar license (only if needs to be able to schedule appointments for staff)

Please read and sign

As a University employee you are being provided access to University information systems that may contain personal and/or sensitive data in order to do your job as directed by your supervisor. This information is not to be used for personal reasons. You should treat all information stored on the OU computer systems as sensitive and not allow it to be viewed, shared, copied, or printed except as directed by your supervisor.

Failure to adhere to these guidelines may result in employment termination as well as criminal prosecution as dictated by the law.

Signature: _____

Date: _____

Authorizing Supervisor:

Signature: _____

Date: _____