

Network Share Request

Every employee automatically gets a personal share. However, employee access to group shares must be requested by the supervisor. To change access to any group share, please list the share name below and indicate whether access is to be granted or removed. Please allow 48 hours for changes to be made.

Employee Name

Share name

Grant access

Remove access

Supervisor's signature

Date

Email the completed form to the ITS.networking@wartburg.edu or drop off a hard copy in CTC Room 101.