

# 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
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

Email the completed form to the [ITS.networking@wartburg.edu](mailto:ITS.networking@wartburg.edu) or drop off a hard copy in CTC Room 101.