American River College

**FA File Share Access**

**Request Form**

**LOS RIOS**

COMMUNITY

COLLEGE

DISTRICT



Cosumnes River College

District Office

Folsom Lake College

Sacramento City College

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Requestor Information** | | | | | | | | | | | |  | |  | | | | | | |  | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name: | | | |  | | | | | | | | | | First Name: | | | | |  | | | | | | | | | M.I.: | |  |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emplid #: | | | | | |  | | | | Email Address: | | | | | | |  | | | | | | Work Phone: | | | | |  | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department: | | | | |  | | | | | | Job Title: | | | | |  | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Fileshare Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **Create New Folder\*** | | | | | | | | | | |  | | **Create Sub Folder\*** | | | | | | | | | | | |  | | **Modify Users Access** | | | | |
|  | | New folder name: | | | | | | | | | | | | | Sub Folder Name: | | | | | | | | | | | |  | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*Folder Path:** | | | | | | | **(for each college)** | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| *(example: \\do-cit01\psfiles\GeneralAccount\R2T2)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Users access to Folder:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Read Only** | | | **Modify** | | **Remove** | | | **Name (First & Last)** | | | | | | | | | | **Emplid** | | **Job Title** | | | | | **AD Access Group Name/**  **Folder Path** | | | | | | |  | |
|  | | |  | |  | | |  | | | | | | | | | |  | |  | | | | | See above | | | | | | |  | |
|  | | |  | |  | | |  | | | | | | | | | |  | |  | | | | |  | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Reasons/Justifications: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Requestor’s Signature: | | | | | | | |  | | | | | | | | | | | | | Date: | | | |  | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Approver Signature: | | | | |  | | | | | | | | | | | | | | | | | | Date: | |  | | | | |  | | |
|  |  | | | | | Level 1: Fileshare Data Owner – Dept. Supervisor | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
|  |  | | | | |  | | | | | | | | | | | | | | | | | |  | |  | | | | |  | | |
|  |  | | | | |  | | | | | | | | | | | | | | | | | | Date: | |  | | | | |  | | |
|  |  | | | | | Level 2: Fileshare Data Owner – Dept. Director/Dean | | | | | | | | | | | | | | | | | | Date: | |  | | | | |  | | |
|  |  | | | | | \*FA New Folder: Roy Beckhorn, FA Systems Director | | | | | | | | | | | | | | | | | |  | |  | | | | |  | | |
|  |  | | | | |  | | | | | | | | | | | | | | | | | |  | |  | | | | |  | | |

***\* New folder requests within the Financial Aid folders will have to be approved by the FA advisory board before processing.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by the Security Administrator:** | | | | | | | | |
| Request Process | |  | Notification Sent | | |  |  | |
|  | |  |  | | |  |  | |
| Completed by: |  | | | Date: |  | | |  |
|  |  | | |  |  | | |  |