

University of Pittsburgh at Bradford
Fileshare Access/Removal Request Form

Grant Access Remove Access Access Permissions Change

Start Date: _____

First Name: _____ Middle Init: _____ Last Name: _____

Pitt Username: _____

Title: _____

Network Locations and Access Level

For access to be granted, you must use the proper formatting. You may grant access to folder or files, either read only (RO) or read/write (RW) access. Please use the complete path and do not simply put "same as previous employee". Please contact CTM Services if you need help in identifying the path to your network share.

Example:

[\\fileserv\fileshare\departmentshare](#) : RO for read only access

[\\fileserv\fileshare\departmentshare\directory](#) : RW for read/write access

Location	Access (RO/RW)

All files and folders being changed must be authorized by the user's immediate supervisor and the supervisor of the department owning the network share if different.

Signature of Employee: _____ Date: _____

Authorizing Supervisor: _____ Date: _____

Share Supervisor: _____ Date: _____

Office Use Only

Group name: _____

Date Completed: _____

Completed By: _____