



Financial Affairs & Treasurer
Administrative Staff
881 Commonwealth Avenue, 4th Floor
Boston MA 02215

NETWORK ACCESS REQUEST FORM

By completing this form, I am authorizing the Manager of Administration (or their designee) to grant access or change existing access to the network folders or files listed below. Only the Trustee of the data may allow access. For a listing of data trustees, contact the Administrative Staff. Please note that network access is determined by user. If user benedegen changes roles, his access to the Financial Affairs network will follow him. The new user assuming the original duties would need to have additional access requested.

Name of Individual or Group needing access: _____

Title: _____ Department: _____

Summary of need for access: _____

Data Trustee: _____ Approval: _____

Folders/Files to which access will be granted: _____

Security Assignment Requested (Read Only, Read/Write): _____

Requestor: _____ Date: _____

Please complete this form and return it to Dave Hruban in the Administrative Staff

For Admin Staff Use Only

Approval: _____
Security Assignment: _____
Drive Mapping Created: _____

Notify the user of the security assignment and maintain this record