




LOURDES A. LEON GUERRERO
Governor, Maga'håga'

JOSHUA F. TENORIO
Lt. Governor, Sigundo Maga'låhi

SHARED FOLDER REQUEST

1. Date:		2. Requested Service Date:		3. Agency #:	
 <small>OFFICE OF TECHNOLOGY GOVERNMENT OF GUAM</small>	TO: FRANCISCO L.G. LUJAN, Jr. <i>Chief Technology Officer</i> OFFICE OF TECHNOLOGY GovGuam Data Center 211 Aspinall Avenue Hagatña, Guam 96910		4. Requestor/Technical Contact:		
			Name:		
			Job Title:		
			Phone:	Mobile:	Fax:
Email:					
5. User Agency Information:			6. Request Details:		
Department/Agency:		Shared Folder Request Type: <input type="checkbox"/> New <input type="checkbox"/> Update <input type="checkbox"/> Delete			
Division:		Shared Folder Name:			
Branch/Bureau/Section:		Additional Requests/Notes:			
<p>READ – allows users to view, file properties and directories; READ & EXECUTE – allows users to view and run executable files, including scripts WRITE – allows users to add files and subfolders, and write to a file; MODIFY – allows users to read and write to files and subfolders, including adding files to or deleting files from a folder or subfolder.</p>					
7. Members (Employees) to Add/Remove		Add or Remove?	READ	READ & EXECUTE	WRITE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
<i>Use back side of form if more space is needed.</i>					
8. Purpose/Justification for Request: <i>(Request must have valid business need)</i>					
9. Required Agency Approvals: <i>(Note that the request will not be completed without clearly printed Agency Names and Signatures)</i>					
	Print Name		Signature		Date
Employee's Immediate Supervisor					
Employee's Branch/Bureau Manager					
<p>ACCESS AUTHORIZATION: I certify that the above names are authorized to access and/or view the requested department network shared folder. By completing, signing and submitting this request to the Office of Technology (OTECH), I am accepting the role of sponsor for the requested sponsored account. I also acknowledge that all users must be on the Government of Guam Active Directory. I certify by my signature that I have read, understand and agree to abide to the Government of Guam Computer Use Policy (http://otech.guam.gov/policies/)</p>					
10. User Signature:			Date:		
11. OTECH Processing: To be completed by OTECH personnel					
Shared Folder Name:					
Server Name/IP/Drive:					
Request reviewed and processed by OTECH personnel					
Name:		Signature:		Date:	
12. ACCOUNT Processing: To be completed by OTECH or Servicing Vendor					
Shared Folder Information Notes:					
Account Created/Updated By:			Company/Name:		
Signature:			Date:		