

NSBO Request for Additional Network Access

Please fax this form to "Help Desk" at: 301-279-3267

Staff members are automatically granted access to the Department's shared folder (M:\ drive) after they are assigned in payroll. Please complete this form for non-MCPS employees, exceptions or temporary assignments.

Start Date: _____ **End Date** (if temporary assignment): _____

Name of Employee: _____ **Employee ID#:** _____

Current Department/Office: _____

Physical Location/Address _____

Phone #: _____ **Room #:** _____

Is this user new to MCPS? Yes No

Is this user new to your department? Yes No (If not moving only needs additional access)

If yes, list employee's prior department: _____

Information Required for Network Access:

(This information should be obtained from a current employee desktop computer with the same/similar job responsibilities)

1. **On your Desktop, double-click on the Computer icon**

2. **Under Network Location, please copy the following information**

o (J:) (example: Depts on 'CESC')

(J) _____

o (M:) This is your department's shared drive: (example: HelpDesk on 'CESC')

(M) _____

3. **Please do not give access to the following folders on the (M:) and/or (J:) drives**

4. **Please give read only or read/write to the following folders on the (M) or (J) drives:**

NOTE: Outlook Email Accounts: Only new non-MCPS employees need to complete Form 271-4A application form.

As the Director/Supervisor I have reviewed and approved these access rights

Name (please print) _____ **Date:** _____

Director/Supervisor Signature: (original signature only) _____