**Shared drive access request form**

Any persons requiring shared drive access must fully complete the form below and send to their local IT Rights Authority Holder. The authoriser must then forward the request form to the IT Service Desk: [IT-ServiceDesk@cardiff.ac.uk](mailto:IT-ServiceDesk@cardiff.ac.uk).

An up to date list of IT Rights Authority Holders can be found on the intranet:

[intranet.cardiff.ac.uk/staff/services/technical-help-and-support/getting-help-with-it/it-rights-authority-holders](https://intranet.cardiff.ac.uk/staff/services/technical-help-and-support/getting-help-with-it/it-rights-authority-holders)

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| --- | --- |
| **Requester name** |  |
| **Requester username** |  |
| **School / department** |  |
| **Requester phone number** |  |
| **Full shared drive path address you require access to e.g. (**\\xxxxxpool1\xxxxx\shared\xxx\yyy\zzz.) |  |
| **Justification / reason why you need access to this shared drive** |  |