

WEB ACCESS REQUEST FORM (Windows)

Form Completed By:

Phone:

Date:

Server Name	Directory/Filename	GRANT REQUESTED ACCESS TO: (List network logonid's or names of individuals or groups)	ACCESS		Expiration Date MM/DD/YYYY
			R&E	MOD	
Reason for Request					
Authorized Signature _____ Date _____ Printed Name _____					
System Administrator _____ Date _____					
Action Taken					

Access Key: R&E = Read and Execute, MOD = Create, Modify, Delete (To remove access indicate a D in the appropriate column(s))