



# New Shared Network Storage Folder Request

Request for a shared network folder. Shared storage is **not** provided for any personal files, such as personal documents, music, pictures, videos, etc.

Employee Name: \_\_\_\_\_ Bergen Username: \_\_\_\_\_ College ID# \_\_\_\_\_

Department: \_\_\_\_\_ Room #: \_\_\_\_\_ Phone#: \_\_\_\_\_

Brief description of shared storage needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Desired Network Share Name (two words maximum length): \_\_\_\_\_

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### Share Folder Permissions

Employee Name	Bergen username	Read	Read/Execute	Modify	Write
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dean/Director Name (print)                      Dean/Director Signature                      Date

Submit this form **with all signatures** to the Help Desk in **L154B** or scan & send to **helpdesk@bergen.edu**.

All requests for use of IT resources will be governed by the Bergen Community College [Acceptable Use of Information Technology Policy](#).