



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): _____

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](#).