



SharePoint Access Request Form

Access Type: New Change Termination

Site(s) Requested:

Name: _____

Title: _____

Agency: _____

Agency Address: _____

Telephone: _____

Email: _____

JWB Contact: _____

I have read the SharePoint External User Policies as approved by the Board. This document represents the policies and guidelines for acceptable use of the JWB infrastructure and applies to all JWB employees, guests, third party vendors and contractors who interface with the network. You are responsible for understanding and abiding by these policies

Please note the following:

SharePoint user logins are reviewed on a monthly basis and users who have not logged into SharePoint in **six months** or longer are terminated. A new user name will need to be requested in the event that site access is still required. SharePoint Passwords expire every **90 days**. The user has the option of signing up for password reset on their own or contacting the JWB Help Desk at help@jwbpinellas.org for login help. The Help Desk will respond to all inquiries within two business days.

All communications made or received by JWB members or staff are considered public records and are retained and, upon request, made available to the public and media in accordance with Florida Statutes.

SharePoint User Signature

Date

Agency Signatures (JWB USE ONLY)

Active Directory:

Added

Removed

SharePoint Security Group:

Added

Removed

Email User:

Email JWB Contact:

Scanned to LaserFiche:

IT Signature and Date: _____