NSBO Request for Additional Network Access

Please e-mail this form to Help_Desk@mcpsmd.org if the access is needed urgently follow up with a phone call to the Help Desk at 240-740-9000

Staff members are automatically granted access to the Department's shared folder (M:\ drive) after they are assigned in payroll. Please complete this form for non-MCPS employees, exceptions or temporary assignments.

Start Date: _____ **End Date** (if temporary assignment): _____

Name of Employee:_____Employee ID#:_____

Current Department/Office:_____

Physical Location/Address_____

Phone #:_____**Room #**: _____

Is this user new to MCPS?   Yes ☐   No ☐
Is this user new to your department? Yes ☐   No ☐ (If not moving only needs additional access)

If yes, list employee's prior department:_____

Information Required for Network Access:

(This information should be obtained from a current employee desktop computer with the same/similar job responsibilities)

1. **On your Desktop, double-click on the Computer icon**

2. **Under Network Location, please copy the following information**

    (J:) (example: Depts on 'CESC')

    (J)_____

    (M:) This is your department's shared drive: (example: HelpDesk on 'CESC')

    (M) _____

3. **Please do not give access to the following folders on the (M:) and/or (J:) drives**

    _____

4. **Please give read only or read/write to the following folders on the (M) or (J) drives:**

    _____

NOTE: Outlook Email Accounts: Only new non-MCPS employees need to complete Form 271-4A application form.

As the Director/Supervisor I have reviewed and approved these access rights

Name (please print)_____ Date: _____

Director/Supervisor Signature: *(original signature only)*_____

Rev. 7/17/24