

Shared network folder request

At the University of Houston-Clear Lake, there are occasions when the members of a department, work group or project team need to work collaboratively, sharing group-related information among themselves. While this task could be managed by one of the group members setting up a shared folder on his or her own computer, this approach has its drawbacks. Primarily, the effectiveness of this approach relies on:

- The continuous availability of the computer on which the shared folder has been created, and
- The continued membership in the group of the shared folder's owner whose role includes maintaining the shared folder's access privileges.

To facilitate file sharing among members of UHCL's departments, work groups and project teams, UCT can create shared folders on the University's centrally-managed Storage Access Network ("SAN") upon request. The benefits of this approach include the following:

- The SAN is managed to be highly available,
- Files and folders are backed up regularly,
- The member of the group who owns and manages privileges on the shared folder can be changed quickly in cases where the owner leaves the group or the University.

To request a shared folder on our SAN, the UHCL faculty or staff member in the department, work group or project team who will manage the access privileges for the shared folder must complete and sign this form and submit it to the UCT Support Center. This individual, known as the shared folder's "owner" is responsible for ensuring that:

- Access to the information assets held in the shared folder are only made available to individuals who have a legitimate business need to access those assets,
- Access privileges to the information assets are regularly monitored to ensure that they are consistent with the group's business needs,
- The access privileges of Individuals who have been granted access to the shared folder's information assets who leave the University or whose job function no longer requires access to those assets are immediately revoked, and
- UCT is immediately informed when the shared folder is no longer needed.

By completing, signing and submitting this request to UCT, I am accepting the role of sponsor for the requested sponsored account, and I am attesting that I have read, understand and agree to abide by the terms specified within this document.

Proposed shared folder name: _____

Business justification for the shared folder:

Shared folder owner: _____

UHCL user name	Name (printed)	Signature	Date
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Supervisor: _____

Name (printed)	Signature	Date
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UCT representative's comments:

UCT representative: _____

Name (printed)	Signature	Date
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Information Security Officer's comments:

Information Security Officer's approval: _____

Name (printed)	Signature	Date
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