

# Data Share Request Form - Academic Network

Please read the information below before filling out the attached form. Forward the completed form to Desktop Services, Newman Hall B14, Attention Karen O'Connor for processing. All requests will be processed within **5** business days. If you have questions about setting up a data share or require assistance completing the attached form, please call Ext. 5000.

Academic users can request shared directories on the Academic Network for shared files. Faculty can use these directories to distribute and/or collect files from their students and academic departments can use these directories to share departmental files.

Faculty data shares are mapped as "Professors" on drive S:. For all course shares, the faculty member will be issued a folder on S: with his/her name as the title within which course folders are placed. In each course folder, IN and OUT folders can be created as specified.

IN and OUT directories are used to post and/or collect files from students. The faculty member places files in the OUT directory for distribution to students. All students have READ rights to the OUT directory. This will enable them to copy files without modifying the original files. All students will have WRITE and CREATE access to the IN directory. This will enable them to place files in the folder for the faculty member to collect. The faculty member will have FULL rights to both the IN and OUT directories.

Please note that ALL St. John's University students will have access to the course data share, not only those enrolled in the course.

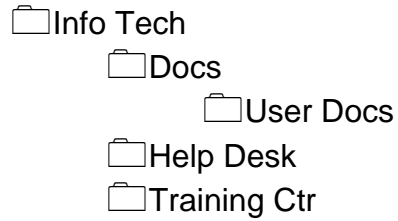
Example:

```
└─ John Smith
   └─ MGT101
      └─ In
      └─ Out
```

Academic departmental shares work similarly. The data share is mapped as "Sharedata" on drive G:. Using the attached form, specify the UserIDs who will access the data share. Permissions (FULL, READ, WRITE, CREATE) for the data share may also be set for the specified users. These are the only users

who can access the data share, even though it will be visible to all users on the academic network. If an unauthorized user attempts to open the folder, an “access denied” message will appear. Once the data share is set up, authorized users may create folders as desired within the top-level folder.

Example:



St. John's University

# Information Technology

## Data Share Request Form

Please forward completed form to **Marjorie Halloran, Library B26**, for processing. You will be notified via email when the share is complete.

Fill In This Section Completely & Accurately

Date: \_\_\_\_\_

Request issued by: \_\_\_\_\_ Tel.  
Ext.: \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

School: \_\_\_\_\_ Department: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Email  
Address: \_\_\_\_\_

Type of Share: FACULTY-STUDENT ( ) ACADEMIC DEPARTMENTAL( )  
)

For FACULTY-STUDENT Shares:

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

**IN ( ) OUT ( )**

For ACADEMIC DEPARTMENTAL Shares:

Name of Shared Folder: \_\_\_\_\_

Please list UserIDs that will have access to share (please specify permissions for each user,

e.g., SMITHJ - FULL, JONEST - READ, etc. If none specified, all users within the

department will have full access):