



Juvenile Welfare Board

Investing in children. Strengthening our community.

SharePoint Access Request Form

Access Type: New Update Termination FTP Upload

Site(s) Requested:

Name: _____

Title: _____

Agency: _____

Telephone: _____

Email: _____

Do you have an Office 365 Work or School Account? (Not sure? Check with your IT Contact)

If you've checked the box, please note your Organization Email address below:

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 monthly and users who have not logged into SharePoint in **six months** or longer are terminated. A new username will need to be requested in the event that site access is still required. SharePoint Passwords expire every **120 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 SharePoint:

IT Signature and Date: _____