



SharePoint Access Request Form

Access Type: New Update Termination (must be sent to JWB immediately upon termination)

Name: _____

Title: _____

Agency: _____

Telephone: _____

Email: _____

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 access request form will need to be submitted if site access is still required. Please contact JWB at help@jwbpinellas.org for login assistance. A JWB IT staff member will respond to all inquiries within two business days.

The documents uploaded on these sites will only be kept for the current Fiscal Year and prior Fiscal Year. All prior year's documentation will be uploaded by JWB staff to our document management system.

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

To be completed by IT (JWB USE ONLY)

SharePoint Access: Added Removed

Email JWB Contact:

Email SharePoint User:

Form Uploaded to SharePoint:

IT Signature and Date: _____