



TEXAS A&M UNIVERSITY
SAN ANTONIO

Information Technology Services
Main Campus, Central Academic Building, Suite 233
One University Way, San Antonio, Texas 78224
Phone: (210) 784-4357
Email: helpdesk@tamusa.edu
Web: tamusa.edu/its
Twitter: @TAMUSA_ITS

Request for SharePoint Access

Purpose: The purpose of this form is to request access to SharePoint. Please make sure to indicate the folder access that this person will have in your office. Please return completed form to ITS-Application Services | CAB RM: 233 | (210) 784-3000 or email it to helpdesk@tamusa.edu

User Information

Banner ID: _____
First Name: _____
Middle Name: _____
Last Name: _____
Job Title: _____
Work email: _____

Office Information

Office Name: _____
Office Phone: _____

SharePoint Access Requesting

SharePoint Directory: _____

- Read Can view pages and list items and download documents
- Edit Can add, edit and delete lists; can view, add, update and delete list items and documents
- Approve Can edit and approve pages, list items, and documents
- Design Can view, add, update, delete, approve, and customize
- Full Control Has full control

Acknowledgement: By signing the form below, I formally acknowledge that I will comply with the security policies and procedures of Texas A&M University-San Antonio. I understand that information resources residing at Texas A&M University-San Antonio are strategic and vital assets belong to the people of Texas. I understand that I am accountable for all actions conducted by me and under my user credentials.

Signature of User Requesting Access

Supervisor or Directory Owner (Please Print)*

Date User Signed

Supervisor or Directory Owner Signature

For Internal Use Only:

Date Received: _____
Date Processed: _____
Processed By: _____