Request for access to CLINIM/FLOWSHARED on Porsche server

- Complete this form and give it to Sharon Sen or Garrett Hedlund to request access.
- All information requested on this form is required in order to process your request.
- Expect 2-5 working days for setup. If you have not received email notification within 5 days, please contact Sharon Sen at sharon.sen@ucdenver.edu or call her at 303-724-7196
- Email Sharon Sen if you wish to terminate your access to FlowShared at any time.

DATE OF REQUEST _____

NAME First_____MI _____Last_____

USER NAME _____*(e.g. johnsonp)*

EMPLOYEE ID _____

DEPT/DIVISION _____

LOCATION (BLDG/RM) _____

SPEED TYPE _____

(There may be $12/mo central server charge if you do not already have a server account. This would be billed by IT and would appear on the monthly IT/Phone bill for this speed type. You may contact the IT Help Desk at x4help if you have questions about this.)

APPROVAL _____

(must be signed by Brent Palmer or designee)

For Administrator Use Only

COMMENTS Employee already has Stargate and email and should remain in current Department/Division. At this time they just need to add access to CLINIM\FLOWSHARED on Lotus.

FILE SERVER REQUEST COMPLETED _____

ACCESS ADDED _____ USER NOTIFIED _____

ACCESS TERMINATED _____