

**NSBO Request for Additional Network Access**

Please e-mail this form to [Help\\_Desk@mcpsmd.org](mailto:Help_Desk@mcpsmd.org) if the access is needed urgently follow up with a phone call to the Help Desk at 301-517-5800

*Staff members are automatically granted access to the Department's shared folder (M:\ drive) after they are assigned in payroll. Please complete this form for non-MCPS employees, exceptions or temporary assignments.*

**Start Date:** \_\_\_\_\_ **End Date** (if temporary assignment): \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

**Current Department/Office:** \_\_\_\_\_

**Physical Location/Address** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

Is this user new to MCPS? Yes  No

Is this user new to your department? Yes  No  (If not moving only needs additional access)

If yes, list employee's prior department: \_\_\_\_\_

**Information Required for Network Access:**

(This information should be obtained from a current employee desktop computer with the same/similar job responsibilities)

1. On your Desktop, double-click on the Computer icon
2. Under Network Location, please copy the following information  
(J:) (example: Depts on 'CESC')  
(J) \_\_\_\_\_  
(M:) This is your department's shared drive: (example: HelpDesk on 'CESC')  
(M) \_\_\_\_\_

3. Please do not give access to the following folders on the (M:) and/or (J:) drives

\_\_\_\_\_

4. Please give read only or read/write to the following folders on the (M) or (J) drives:

\_\_\_\_\_

**NOTE: Outlook Email Accounts: Only new non-MCPS employees need to complete Form 271-4A application form.**

**As the Director/Supervisor I have reviewed and approved these access rights**

**Name** (please print) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director/Supervisor Signature:** (*original signature only*) \_\_\_\_\_