**RIT Finance & Administration**  
**DATA STEWARD ACCESS AUTHORIZATION FORM**

**Section I – User Information (Please Print)**

Name: ______________________

(First) (MI) (Last)

Username: ____________________

Department: __________________

**Section II – Action Requested (Select one and include specific file share)**

___ Append Share Access  
___ Revoke Share Access

List Network Shares (i.e. DEPT_sharenname):

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<th>Share 1</th>
<th>Share 2</th>
<th>Share 3</th>
<th>Share 4</th>
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**Section III – Authorization**

I will comply with the policies and responsibilities outlined by ITS in regards to the duties of a Data Steward. I hereby authorize the changes denoted by this document to be performed.

Print Data Steward’s Name ____________________  
Data Steward’s Signature ____________________  
Date __________________

Email completed form to helpdesk@rit.edu or deliver to the ITS HelpDesk, Gannett Hall, Room 1113

**Section IV – Official Use Only (Do not write below this line)**

I approve the creation of this account:

Print ITS Administrator’s Name ____________________  
ITS Administrator’s Signature ____________________  
Date __________________