Iowa Department of Health and Human Services
NETWORK SHARE REQUEST

What is a Share?   Date: _____

A Share is either an individual (**private**) or group (**shared**) directory. When an individual share is established, no other user can access that directory. When a group share is established, only users in the group share have access to that shared directory. However, the users in that group share may have different rights, etc., read only or modify control.

Check the **status bar** in the lower left-hand corner of your screen on any field for instructions or press **F1 for Help** for more information concerning that field. If you have questions, please contact the Customer Service Support Center at (515) 281-4694 or 1-800-922-8905.

NOTE: ALL FIELDS IN THIS SECTION MUST BE COMPLETED

Share Leader:	**Telephone Number** ( )	**Date Needed** (Allow 5 working days upon DoIT receipt for processing)					
Network Logon ID (If known)		**Server Name**					
Share Name (8 Characters Maximum)		**Share Description:**					
Type of Share (Choose One)							
☐ Individual (private)		☐ Group (Shared Directory)					
Space Needed:							
☐ 10 mg ☐ 20 mg ☐ 30 mg ☐ 40 mg ☐ Other (specify amount (normal)							
☐ Add (New Share)	☐ Delete (Remove Share)	☐ Modify (Add/Delete/Change member or access)					
User/Group Name		**Network Logon**	**Add**	**Change**	**Delete**	**Read Only**	**Full Control**