



# LOUISIANA DEPARTMENT OF EDUCATION

## External File Sharing Access Request

### Step 1—Employee/Supervisor

Date Request Made: \_\_\_\_\_ Employee Email: \_\_\_\_\_

Employee Requiring Access: \_\_\_\_\_  
First MI Last

User ID: \_\_\_\_\_ @ \_\_\_\_\_

Office/Section: \_\_\_\_\_

- 1) Please explain why you need external file sharing access.
  
- 2) Please give general description of files to share. (Files containing PII will not be shared via Google)
  
- 3) Please give general description of the groups who receive the files.

Employee's Manager : \_\_\_\_\_ Date: \_\_\_\_\_

### Step 2 – Data Governance and Privacy Office (DGP)

Employee should have external file sharing access

YES

NO

Approved by Privacy Committee \_\_\_\_\_ Date: \_\_\_\_\_

**Step 3 - Upon approval, the OTS security request form will be sent from DGP to OTS to have access granted.**

Date Access granted by OTS security: \_\_\_\_\_

Louisiana Believes