

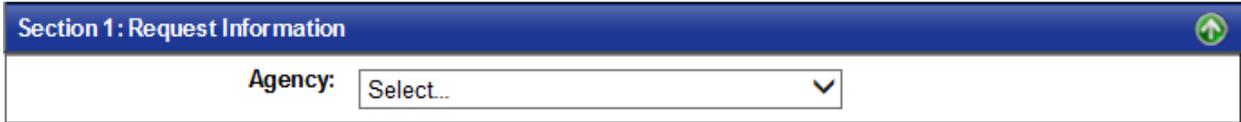
**How to request access to a Folder/Shared resource.**

Visit <https://accountrequest.vita.virginia.gov/>

Under Account Request Selection: select **Folder/Share Access**

- **Complete Section 1**

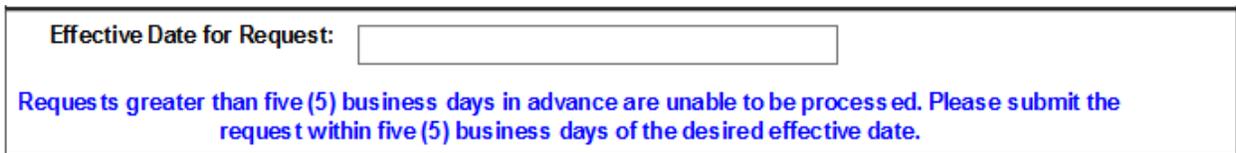
Agency: select **DJJ**



Section 1: Request Information

Agency: Select..

Effective Date for Request: provide **Effective Date**



Effective Date for Request:

Requests greater than five (5) business days in advance are unable to be process ed. Please submit the request within five (5) business days of the desired effective date.

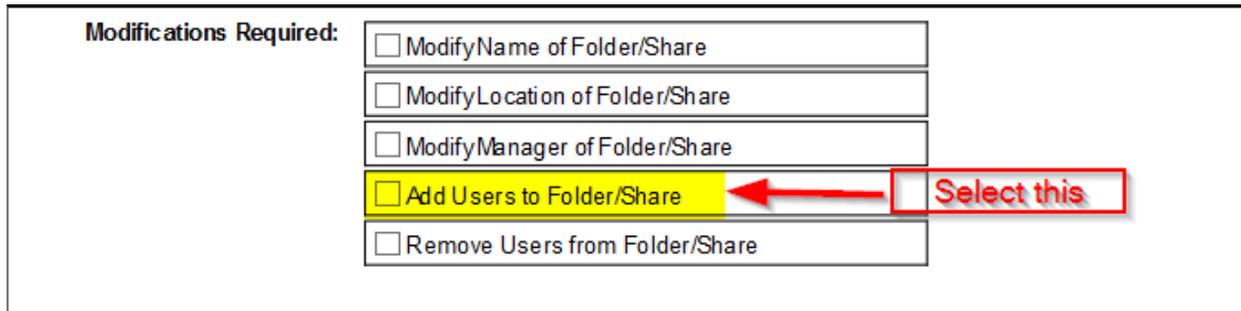
Type of Request: select appropriate option

Note: Select **NEW** only to request a new shared folder

Select **MODIFY** to grant users access to a Folder or Shared resource

Select **REMOVE** only to request the deletion of a Folder or Shared resource.

Modifications Required: select appropriate option (to grant user access to a folder or shared resource)  
always choose **ADD USERS TO FOLDER/SHARE**



Modifications Required:

- ModifyName of Folder/Share
- ModifyLocation of Folder/Share
- ModifyManager of Folder/Share
- Add Users to Folder/Share
- Remove Users from Folder/Share

Select this

- **Complete Section 2**

Folder/Share Name: provide the **Name of the Folder/Share**

Folder/Share Location: provide the **Network path for the Folder/Share**

(\\ServerName\DriveLetter:\\Folder/ShareName )

**Section 2: Folder/Share Requirements**

Folder/Share Name:

Folder/Share Location:

Example: \\ServerName\DriveLetter:\FolderOrShareName

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**Section 3: Folder/Share Manager Information**

Manager's First Name:

Manager's Last Name:

Manager's Email Address:

Manager's Phone:

Manager's Ext:

*You can obtain this information from the list of your network drives. For example my S: drive would look like: \\co\_files\S:\Tools*

Server Name:

Drive Letter:

Folder Name:

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**Section 4: Add Users to Folder/Share**

Add Single or Multiple Users:  Single  Multiple

First Name:

Middle Initial:

Last Name:

- **Complete Section 4**

Add Single or Multiple Users: select appropriate option, usually **SINGLE** (for multiple users see instructions at the end of this document).

Provide User's information

- **Complete Section 6**

Provide any additional information that can be helpful to setup the user's access.

Also if you have more than one Folder/Share you can provide the additional information for the folder/share here following the same format as in Section 2.

- **Complete Section 7**

Provide Requester's information or if the requester is the same as the Manager

Section 7: Account Requester Information 

Services Manager Information Check this box

Requester's First Name:

Requester's Last Name:

Requester's Email:

Requester's Phone:

Requester's Ext:

- Complete Section 8

Under: *Agency Approver's Email 1*: always use [Account.Facilitator@dji.virginia.gov](mailto:Account.Facilitator@dji.virginia.gov) DO NOT use any other email address, unless the system will not accept the account facilitator email address.

If the system does not accept the Account Facilitator email address, then send the request to the Agency authorized approvers as follows:

*Agency Approver's Email 1*: [Lourdes.lunsford@dji.virginia.gov](mailto:Lourdes.lunsford@dji.virginia.gov)

*Agency Approver's Email 2*: [ISO@dji.virginia.gov](mailto:ISO@dji.virginia.gov)

ONLY use these approvers' email address if the Account Facilitator email address cannot be used. You can use the two approvers or only one, to ensure quick processing response always use the two approvers.

**DONOT** use any other email address in this Section

CLICK **SUBMIT**

If you have any questions please contact [Account.Facilitator@dji.virginia.gov](mailto:Account.Facilitator@dji.virginia.gov)

*Instructions for requesting **MULTIPLE** users under Section 4*

If **MULTIPLE** option is selected provide the information for the first user as well as the Manager's information. Then make sure to click the ADD USER (green) button. The information for the first user will be posted into the open textbox.

Then provide the information for the second user as well as the Manager's information and click ADD USER. The information for the second user will be added into the open textbox.

Continue with this process until all the users have been added.

When done continue to Section 6 instructions above.