

Information Technology – Xythos Departmental Share Request Form

I.T. is happy to make available a 10 GB shared space for departments, committees, or for projects that require several UMass Boston faculty and staff to collaborate and share documents. If you have any questions please do not hesitate to call the IT Service Desk at 7-5220 or email us at ITServiceDesk@umb.edu.

Please return completed form to: IT Service Desk, Healey, 3rd Floor Room 007, and Attn: Xythos

Full Name: (owner of the Xythos share) _____

Email address: _____ @umb.edu

Campus Contact Info: Telephone # and Address: _____

Department: _____

Name of Department or group requiring a departmental Xythos share.

The following can request a 10 GB Xythos share:

- an academic department
- a non-academic department
- a committee
- an organization
- or a group working a joint project

Formal Display Name: _____

Xythos Share Name: _____ [Cannot contain spaces, but may include dashes (-)]

[If you are requesting a departmental share for a project, please add the name of the sponsoring department within the “Xythos Share Name” for identification purposes.]

Applicant Signature _____ Date: _____

Department Head: _____ Date: _____
(signature)

Department Head Name: _____
[please print]

By signing this document I agree to be responsible for assigning and revoking permissions to this share.

Turnaround time:

1. Please allow 5 business days for the creation of the departmental share

Data:

1. All the files that get deleted remain in their trash folder for 30 days and will be removed from there after that period automatically
2. Please note that there are no “restore” capabilities