

## Secure File Transfer Access Request Form

The information on this form will be used to create your **Secure File Transfer User ID**. If you have any questions about the information requested, please contact the Enterprise Applications office at x2325 for assistance. After completion, you can:

E-mail a scanned application to [sendfiles@newschool.edu](mailto:sendfiles@newschool.edu), or send the paper application to the attention of Norma McDonald, Information Technology, 55 West 13<sup>th</sup> Street, 7<sup>th</sup> Floor, Fax: (212) 647-8211.

### New User Information

<b>Name:</b>	<b>NetID (e-mail address):</b>	<b>Banner ID (Nxxxxxxx):</b>
<b>Division/Department:</b>	<b>Office Address:</b>	<b>Telephone:</b>
<b>Business Reason for Request:</b>		
<b>Signature:</b>		<b>Date:</b>

### Supervisor/Manager Authorization and Approval

<b>Supervisor's Name:</b>	<b>Title:</b>	<b>Telephone:</b>
<b>Supervisor's Signature:</b>		<b>Date:</b>

### *For Enterprise Applications Use Only*

- |   |             |
|---|-------------|
| <input type="checkbox"/> User added to SendFiles user group             | Date: _____ |
| <input type="checkbox"/> User/supervisor notified and sent instructions | Date: _____ |