Request for Safebox Access
University of South Alabama

Safebox

Safebox can be used by University faculty or staff members for temporary storage of files containing sensitive data which needs to be shared with another University employee. Any individual with University of South Alabama Active Directory credentials can place files in designated Safebox folders but only *approved* individuals can read, copy or delete files placed there. To obtain this additional access, complete the information below, print and sign the form, and return it to the Academic Computing Department at the Computer Services Center via interoffice mail; or scan the signed form and email it to HelpDesk@southalabama.edu .

Please print your full name: _____

Email Address: _____ **J#**: _____

List Safebox departmental folder(s) to which you need access: (For this information, open Safebox and check the available folder names. Then tell us which ones you need to view; and, if an appropriate one does not exist, let us know what to add.)   _____

_____

DISCLAIMER: I understand that documents placed in Safebox folders are not backed up and will be deleted 7 days from the date they are placed. Furthermore, I understand that if my document should be accessed only by a specific individual rather than by anyone with access to the department's Safebox folder, I must encrypt my document with a password and transmit the password to the intended recipient(s) separately.

Employee Signature: _____ **Date**: _____

================================ APPROVAL ======================================

Department Head Signature: _____ **Date**: _____

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Please return signed form to: For Safebox questions or comments:

Safebox Management   Academic Computing Help Desk (251) 460-6161
Attn: Aaron Long   or email HelpDesk@southalabama.edu
Computer Services Center
University of South Alabama
5840 USA Drive South
Mobile, Alabama 36688
Voice: (251) 461-1510