



Campus building drawings access and Autodesk products authorization form

Instructions:

- A. Software installs please fill out **Sections 1, 2, 3, and 4.**
- B. Network folder access please fill out **Sections 1, 2, and 5.**

Section 1 – Employee Information	
User Name	
User Email	
User phone	
Department	
Workstation #	
User Signature	

Section 2 – Supervisor Approval	
Supervisor Name	
Supervisor Email	
Supervisor Phone	
Department	
Supervisor Signature	

Section 3 – Type of Request	
Software access	
New software	
Transfer software	
Workstation - Current	
Workstation – New	
Folder access	
New full time employee	
New student employee	
Remove Software	
Remove user access	

Section 4 – Software Access Request				
Software	New	Re-install	Transfer	Remove
AutoCAD				
AutoCAD LT				
AutoCAD Viewer				
AutoCAD Map				
Revit				
Recap				
Navisworks				

For new software requests, a cost estimate will be generated and sent for approval before the new software will be ordered or installed.

Section 5 – Folder Access				
Access	Read Only	Read/write	Directory	Description
			\ARCHIVE	New electronic copies of construction documents (read only access)
			\BASE	General floor plans in AutoCAD format
			\CARP	Reserved for P.P. Carpenter Shop
			\ELECTRIC	Reserved for P.P. Electric Shop
			\FITTER	Reserved for P.P. steam fitters shop
			\MAP	
			\PARKING	Reserved for Transportation Staff
			\PLANNING	Reserved for Planning & Landscape Architecture
			\MAJOR	Reserved for Major Projects Staff
			\PPARCENG	Reserved for Architects & Engineers
			\ROOFS	Reserved for Sheet Metal Shop
			\SAFETY	Reserved for Safety Staff
			\SMO	Reserved for Space Management Staff
			\SUPPORT	(read only access)
			\GUEST	
			\SCANS	Scanned drawings from plan room (read only access)

Comments: