



Sharepoint Site Request Form

Please fill out this form to request a Sharepoint Site. Once completed press Submit.

Requestor's Name: _____

Email address: _____

Sharepoint Site Name: _____

Sharepoint Site audience/purpose: (Please select one)

College wide Committee

College wide Workgroup

Campus wide Committee

Campus wide Workgroup – Please Select Campus:

Campus specific Department – Please Select Campus:

Comment: _____

Sharepoint Site Administrator(s): (Please note that the Site Administrator can manage the site membership and add or remove members.)

Name: _____

Email address: _____ *Office Phone:* _____

PC OS Version:

Microsoft Office Version:

Once completed, press Submit and the form will be emailed to the Sharepoint Support Group. When the site is created, an email will be sent to the Site Administrator(s).

For additional questions, please email or contact Gabriel Yanni, gabriel.yanni@mdc.edu (72150) or Jorge Arenas, jorge.arenas@mdc.edu (70173).