

## Request for Increased Disk Quota on EdShare

The default disk space allocation for staff on EdShare is 500 MB. To obtain additional space please complete this form with the proper signatures.

This form to be used for faculty, staff or student employee accounts only.

Please increase the disk space allocation for my account on EdShare. I acknowledge that this additional disk space is needed in order to perform my job at St. Edward's University and that I will periodically review disk usage.

SEU ID: \_\_\_\_\_

Name: \_\_\_\_\_

Login: \_\_\_\_\_

Increase space to:

\_\_\_\_ 1 GB (requires employee signature only)

\_\_\_\_ 2 GB (requires employee and manager signature)

\_\_\_\_ increase to \_\_\_\_\_ GB (over 2 GB requires all three signatures)

\_\_\_\_\_  
Employee Signature **(always required)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cost Center Manager Signature  
**(required when requesting  
more than 1 GB)**

\_\_\_\_\_  
Cost Center Manager Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Presidential Signature  
**(required when requesting  
more than 2 GB)**

\_\_\_\_\_  
VP Printed Name

\_\_\_\_\_  
Date

**Submit completed form to:**  
Computer Services  
Campus Mail Box 1025

---

---

**For Computer Services use only:**

Completed by \_\_\_\_\_ date \_\_\_\_\_