



Arkansas State University Dropbox Education Account Request



Usage Guidelines

- Dropbox Education accounts are available for only Full-time Faculty.
- Dropbox Education accounts are to be used to store data for collaboration. Accounts should not be used as primary storage location or for the archival/backup of data.
- Dropbox Education accounts are to be used for the storage of University data only. No personal data should be stored in Dropbox Education accounts.
- Dropbox Education account holders are responsible for making sure all data stored in Dropbox Education accounts comply with all University data retention and storage policies and procedures.
- Dropbox Education account holders are responsible for making sure appropriate access is granted to only authorized individuals when sharing files.

First Name: _____

Last Name: _____

College/Division: _____

Department: _____

Phone: _____

University Email: _____

Brief description of reason for requesting account:

Please email completed form to: its_systems@astate.edu

Do NOT send this form through Interdepartmental Mail!

Please allow at least 2 days for processing.

You will receive an invitation email from Dropbox once your account is created.