



Arkansas State University Sponsored Dropbox Education Account Request For Graduate Assistant



Usage Guidelines

- Sponsored Dropbox Education accounts are available for graduate assistants working on research projects with University research faculty.
- Sponsored Dropbox Education accounts are to be used to store data for collaboration on the research project only. 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.
- Account Sponsor is responsible for completing “Sponsored Dropbox Education Account Termination” form when Graduate Assistant is no longer working on the project.

Sponsor Information:

First Name: _____ Last Name: _____
 College/Division: _____ Department: _____
 Phone: _____
 University Email: _____

Brief description of reason for request:

Sponsored Graduate Assistant

First Name: _____ Last Name: _____
 ASU Campus ID#: _____ University Email: _____

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.

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