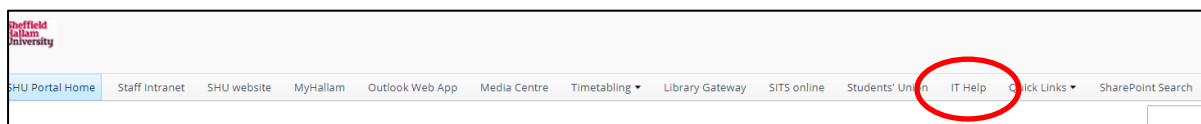
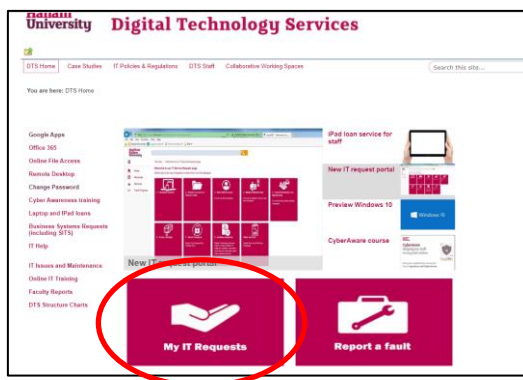




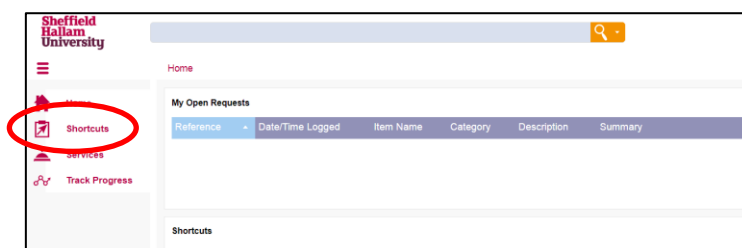
## Requesting Restricted Access Folders



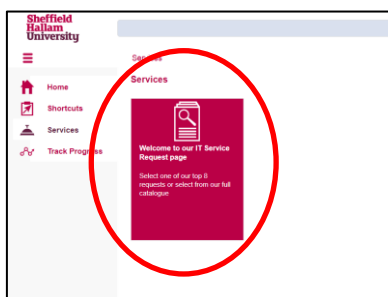
From the Staff Intranet, click IT Help



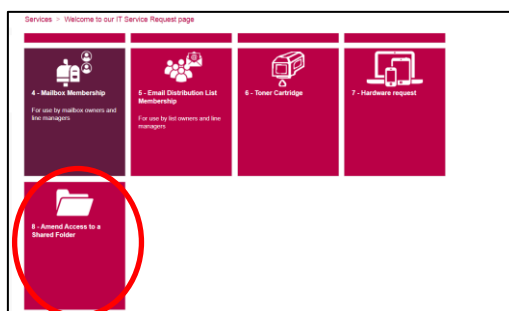
Then My IT Requests



Once logged in, click Services



Then click Welcome to our IT Service Request Page



Then click 8 - Amend Access to Shared Folder, here you can request a new folder with restricted access to be created. **Any problems call IT Help on 3333.**