This is what your Sharepoint access request should look like.

Place your request for access to IMSS at help.caltech.edu.

Help Request

Request Type	IMSS ▼	Office 365 ▼
	- SharePoint ▼	
	Request Access to Existing SharePoint Site ▼	
	Flow Cytometry Core ▼	

> This Request Type requires approval.

Subject [   ]

Instructions

Form Approver:

Jamie Tijerina

Please submit this request for access to the Flow Cytometry Core SharePoint Site.

By default, "Visitor" access will be granted.

If edit access is needed, select "Special Access".

Once access has been granted you will receive an email confirmation.

Thanks,
Silvia

Request Detail
[   ]

Username (access.caltech)* [   ]

Special Access ☐ Yes
                   ☑ No

Carbon Copy (Cc:) [   ] ☐ Enabled

Attachments [Add File]

Location [Church Laboratory (29) ▼]   **Room** [▼]

[Save]   [Cancel]