



## DocuShare CAL Request Form

### Distribution of DocuShare CAL information

Access to DocuShare is subject to the discretion of departmental authorization and for the attainment of DocuShare CAL. Only employees who are authorized to use DocuShare as part of their job functionality are permitted access. Employees granted access to information on DocuShare are responsible for ensuring compliance with the policy and privacy rules of the department.

### Step 1 Departmental Charge Information

Department Name	Fund	Dept/Project	Acct
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Note: Financial information above will be charged.

### Step 2 Type of Request

#	Name	SFU Computing ID	Full CAL (\$100 purchase)	CPX license (\$1000 purchase)
1.				
2.				
3.				
4.				
5.				

- No swaps. These are named and non-transferable licenses.
- New CAL purchases will be billed to the department upon setup.
- Annual maintenance of \$100.00 per CAL will be covered by IT Services.

### Step 3 Departmental Authorization

By signing this form, you authorize access to DocuShare for the above named staff member(s) in your Department or Faculty.

Applicant's Supervisor (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ SFU Local: \_\_\_\_\_ Email Address: \_\_\_\_\_@sfu.ca

### Step 4 How To Submit

Option 1: Email the completed form to [at-docushare-cal@sfu.ca](mailto:at-docushare-cal@sfu.ca) and copy the applicant's supervisor.

Option 2: Mail or deliver the form to MBC 1418 with attention to Christa Chapman.

**NOTE: By signing or copying the applicant's supervisor, it is assumed that unless disputed within 48 hours of submission, the supervisor approves the charges to be incurred by this CAL request.**

### WINDOWS APPLICATIONS GROUP USE ONLY

Confirmation of CAL Assignment:

Access Assigned: \_\_\_\_\_

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

System Analyst: \_\_\_\_\_ Date: \_\_\_\_\_