How to Request the Setup of a Public Funding Attestation SharePoint Folder

1. Submit the Request Form

To initiate the request, access the IT-provided SharePoint folder request form located at https://uwyo.teamdynamix.com/TDClient/1940/Portal/Requests/ServiceDet?ID=55384.

Make sure to select the "Request Service" option to start your request form.

You will need to provide the following information:

- **Department/College**: Specify the department responsible for managing the folder (e.g., Financial Services, Research Administration).

- **Users to grant access**: List the users who require access to read, write, and administer the contents of your folder.

2. Confirmation and Folder Setup

After submitting the request, the IT team will create the SharePoint folder for your college or division based on the details provided.

- You will receive a **link to the SharePoint site** where the folder is located.

- You will also be granted access to the newly created folder where you can manage and store your public funding attestations.

3. Managing Your Folder

Once you have access to the folder:

- **Create Subfolders**: Organize the folder structure according to your needs. We recommend creating folders based on event date and title.

- **Upload Attestation Forms**: Begin uploading your attestation forms and related documents as necessary.