



Arkansas State University Dropbox Education Account Request



Microsoft OneDrive is the designated institutional cloud storage platform at Arkansas State University. All faculty, staff, and students are encouraged to use OneDrive for storing, sharing, and collaborating on university-related data. Please read the [A-State Cloud Storage Guidelines](#) for further information.

Requests for Dropbox accounts are reserved for specific use cases involving full-time faculty conducting research that requires Dropbox. These requests must adhere to the updated guidelines below.

Usage Guidelines

- Dropbox Education accounts are available only to full-time faculty with a specific, approved research use case.
- Use of Dropbox Education accounts must be reviewed and approved by the Arkansas State University IT Security Team. Any questions prior to requesting access can be sent to security@astate.edu.
- Limited support is available for Dropbox accounts. Faculty are encouraged to use OneDrive for institutional storage and collaboration whenever feasible.
- Dropbox Education accounts are to be used solely for collaborative purposes related to research. Accounts should not be used as a primary storage location or for data archiving/backup purposes.
- 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.

First Name: _____

Last Name: _____

College/Division: _____

Department: _____

Phone: _____

University Email: _____

Brief description of reason for requesting account:

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.

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