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Dropbox Account Exception Request

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This article outlines how a faculty or staff sponsor can request a Dropbox account for a student if they need one.

Before You Start

You will need the following before you can complete this task:

- Valid PennKey account
- Wharton sponsor (faculty or staff)
- Business justification

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Dropbox accounts are provided to Wharton Staff and Faculty, but not by default for students. If there is a compelling reason for a student to be issued a Dropbox account, a faculty or staff "sponsor" can make an exception request.

Steps for Requesting an Exception

The student's sponsor should work with their Strategic Partner to submit a ticket to Wharton Client Support Services. The ticket should include the following information:

- **Student information**:
  - Name
  - Email address
  - Affiliation (e.g. MBA, UGR, WEMBA, etc)
  - Graduating year
- **Name of sponsoring Wharton user** (faculty or staff member name working with the student)
- **Business justification** for Dropbox account
- **Alternatives**: explanation for why the shared file storage need cannot be met by other existing services, e.g. Google Drive, Penn+Box
- **Duration** of the Dropbox account: A month, a year, indefinite?
- **Collaborators**: Will the student be collaborating with any other Dropbox users or departments? Will they be granted access to other Dropbox Team folders?

Questions?

Contact Wharton Computing Client Support with any questions.