Request a Change in Permissions

Active Directory (AD) is an identity management and access service for NCDOT employees. It is used to control permissions within SharePoint.

## Inside Team Sites

To make changes to the membership of an Active Directory (AD) group, send a request to [dothelp@ncdot.gov](mailto:dothelp@ncdot.gov). Include this information.

1. What is the URL of the team site?
2. What is the user’s first and last name, AD account, and NCDOT email address?
3. Do you want to add, move or delete the user?
   1. If add or delete, what is the name of the AD group?
   2. If move, what AD group is the user moving from and what AD group is the user moving to?

An example of a site URL is: https://inside.ncdot.gov/Teams/DMV\_LTVIN/

An example of an AD group name is: DOT\inside-dmv-license-theft-hq-**readers**. The last part of the AD group (**readers** in this example) defines the permission level.

## PMO Project Team Sites

To make changes to the membership of an Active Directory (AD) group, send a request to the [dothelp@ncdot.gov](mailto:dothelp@ncdot.gov). Include this information.

1. What is the URL of the team site?
2. Is the user internal or external?
   1. If internal, what is the user’s first and last name, AD account, and NCDOT email address?
   2. If external (non-DOT), what is the user’s first and last name and NCID account.?
3. Do you want to add, move or delete the user?
   1. If add or delete, what is the name of the AD group?
   2. If move, what AD group is the user moving from and what AD group is the user moving to?

An example of a site URL is: https://connect.ncdot.gov/site/mydmv/Pages/pmo.aspx

An example of an AD group name is: Connect-myDMV-Portal-Project-**Contributors**. The last part of the AD group (**Contributors** in this example) defines the permission level.