

# VSA/Siebel User Documentation

## User Access Request Form

Revised: February 2006

To request user access, please fill out this form and email it to [Redacted](#)

<b>Requestor</b>		<b>Date</b>	
<b>I. USER INFORMATION</b>			
<b>First Name</b>		<b>Last Name</b>	
<b>Login</b>		<b>Email</b>	
<b>2. ACCESS REQUIREMENTS</b>			
<i>Double Click the selection box for the proper choice and select <b>Checked</b>, or enter the appropriate information in the space provided.</i>			
<b>Type of Setup</b>	<input type="checkbox"/>	<b>New User</b>	
	<input type="checkbox"/>	<b>Remove User Access</b>	
	<input type="checkbox"/>	<b>Reassign User</b>	
		What user do you want to replace?	
	<input type="checkbox"/>	<b>User Access To Multiple Divisions</b>	
	Which divisions will the user need access to?		
<b>Type of User</b>	<input type="checkbox"/>	<b>Citrix</b>	
	<input type="checkbox"/>	<b>Remote (Laptop)</b>	
<b>Environment</b>	<input type="checkbox"/>	<b>Development</b>	
	<input type="checkbox"/>	<b>Test</b>	
	<input type="checkbox"/>	<b>Production</b>	
<b>List of Value (LOV)</b>	<input type="checkbox"/>	<b>New LOV</b>	
		What LOV do you want to add?	
	<input type="checkbox"/>	<b>Reassign LOV</b>	
		What LOV do you want to reassign?	
	<input type="checkbox"/>	<b>Deactivate LOV</b>	
	What LOV do you want to deactivate?		
<b>Responsibility</b>			
<b>Position(s)</b>			
<b>Territory(s)</b>			
<b>Comments</b>			
<b>3. AUTHORIZATION</b>			
<i>Authorization from a <b>Division Sales Manager</b> is required. If the user is a Corporate employee, authorization by a <b>Corporate I/S Manager</b> is required. For email authorization, the <b>Approver</b> will attach the completed form in an email authorizing the approval.</i>			
<b>Authorized By</b>		<b>Date:</b>	
<b>Added By</b>		<b>Date:</b>	