

# Staff Privileges Request

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Name of individual completing form: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Instructions:** Complete the following information to request that a user account be created or deleted, or to make changes to an existing account.

Action requested:    Add user \_\_\_\_\_    Change user \_\_\_\_\_    Delete user \_\_\_\_\_

Person using account: \_\_\_\_\_

User's email address: \_\_\_\_\_

Institution: \_\_\_\_\_ Campus: \_\_\_\_\_

Account setting:    Generic user (group) \_\_\_\_\_    Individual user \_\_\_\_\_

Please identify an existing user account that has the privileges you would like to duplicate for creating a new account: \_\_\_\_\_

List any specific permission modifications that need to be made to the new user account. Include additional pages if needed:

Send FLVC welcome packet by email [flvc@flvc.edu](mailto:flvc@flvc.edu)

## FORM SUBMISSION INSTRUCTIONS

### Step 1: Initial Requestor

Send the completed form to your college's Administrative Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: \_\_\_\_\_

### Step 2: Institution Contact

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: \_\_\_\_\_