opentext™ Security Administrator Change Request

Organization Information (as it appears in the Administration Tools)			
Organization Name*		Address	
City/Region		State/Province	
Postal Code		Country	
Current Security Administrator Information			
Name*		Job Title	
OpenText SupplierPortal User ID		Reason for Change*	
New Security Administration Information			
Name*			
Organization Name		Phone Number*	
Active Access User ID*		Email Address*	
Signature*		Date	
Executive Authorization			
Print Name*		Signature*	
Title*		Date*	
Comments			

Instructions: *Required field

1. Fill out each field of the Security Administrator Change Request. Your request **will not** be processed if the required fields are blank or contain invalid information.

2. *You MUST have a OpenText Active Access User ID to become the Security Administrator*. If you need assistance creating an OpenText Active Access user ID please contact the service desk here: https://support.covisint.com

3. *The Executive Authorization must be signed by someone other than the new administrator*. This is a security measure to ensure that an officer of the company is aware of the change.

4. The New Administrator and Executive will each receive emails so that they can add their signature to this form. Once that is complete, the OpenText team will process the request.

5. OpenText will process your request within 2 business days. You will be notified via email once complete. It will be your responsibility to remove the former administrator's access at that time.