COVISINT

Security Administrator Change Request

Organization Information (as it appears in the Covisint administration tools)			
Organization Name*		Address	
City/Region		State/Province	
Postal Code		Country	

Current Security Administrator Information			
Name*		Job Title	
Covisint User ID		Reason for Change*	

New Security Administration Information			
Name*			
Organization Name		Phone Number*	
Covisint 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 Covisint ID to become the Security Administrator*. If you need assistance creating a Covisint ID please call the service desk at one of the local toll free numbers found here: https://portal.covisint.com/web/supportauto/contactus

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. Scan the signed document and email it as an attachment to supplierportalsupport@opentext.com.

5. Covisint will process your request within 2 business days. You will be notified via email once complete. It will be your responsibility to remove old administrator access at that time.