



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 an executive 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 support@covisint.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.