

WebEx License/Access Request Form

Step 1 End User Information: <input type="checkbox"/> State Employee <input type="checkbox"/> Non-State Employee				
End User's Name	Last	First		
Agency, Phone # and Email	Agency or Company Name	Phone Number	Email Address (Required)	
Step 2 WebEx Authorized Agency Sponsor Information				
Authorized Agency Sponsor	Name	Email Address (Required)	Phone Number (Required)	Site Address
Step 3 WebEx License/Access Request and Authorization				
Please make your selection(s):				
WebEx License/Access Account			ADD	CHANGE**
			<input type="checkbox"/>	<input type="checkbox"/>
				DELETE
			<input type="checkbox"/>	<input type="checkbox"/>
** Change Details:				
I also acknowledge that all agency employees and contractors have reviewed and accepted an Acceptable Use Policy that meets or exceeds the Arizona Statewide Information Security Policy 8280 Acceptable Use and have signed an agency user access agreement accepting responsibility for adhering to all applicable State of Arizona and agency statutes, rules, policies (including Acceptable Use Policy), and directives.				
	Signature		Date	
Authorized Agency Sponsor Signature	_____		_____	
<input type="checkbox"/> Step 4 E-mail the COMPLETED FORM to AZNet Support Desk at AZNetSupportDesk@AZDOA.gov.				

WEBEX LICENSE REQUEST FORM INSTRUCTIONS

STEP 1: End User Information

The Authorized Agency Sponsor is required to complete this section of the request form. Please be sure to include **phone** and **email** information.

STEP 2: WebEx Authorized Agency Sponsor Information

The WebEx Authorizer Information is required to complete and sign this section of the request form. Please be sure to include **phone** and **email** information.

Step 3: WebEx License Request and Authorization

STEP 4: Email Completed Form

The End User's Authorized Agency Sponsor is required to email the completed and signed request form to AZNet Support Desk at AZNETSUPPORTDESK@AZDOA.GOV.

NOTE: The End User's Authorized Agency Sponsor should keep the original signed copy of this request on file in order to meet audit requirements.

WHAT IS THE NEXT STEP IN THIS PROCESS?

After receipt and processing of this request form, the End User will receive an email with a link to activate their new account. They must activate the account within 7 days or the account will be locked. In addition, the account administrator will notify the Authorized Agency Sponsor of all account changes.

Please contact the AZNet Support Desk for questions, connectivity issues, or to report changes to any of your accounts. You can reach the AZNet Support Desk at 602-364-4444 option 1.