WebEx License/Access Request Form

Step 1 **End User Information:** ☐ State Employee ☐ Non-State Employee

	Last	First
End User's Name		

	Agency or Company Name	Phone Number	Email Address (Required)
Agency, Phone # and Email			

I acknowledge that I have read and are subject to the Statewide Policy 8280. All ADOA employees and/or ADOA contractors are subject to the Statewide Policy (8280): Acceptable Use. Please review to accept Statewide Acceptable Use Policy 8280

	Signature	Date
End User's Signature		

Step 2 **WebEx License/Access Request(s) and Authorization** **(Agency Sponsor Section)**

Please make your selection(s):

	ADD	CHANGE**	DELETE
WebEx License/Access Account	☐	☐	☐

**** Change Details:**

	Print Name	Email Address (Required)	Phone Number (Required)
Authorizing Agency Sponsor			

	Agency Name	Site Address

I acknowledge that I am responsible for notifying the AZNet Support Desk if the end user listed above transfers to another agency, terminates employment, or no longer requires the WebEx License/Access account(s). I also acknowledge that, if a user does not access or use their account in a 120 day period, the account may be made inactive and new request may be needed to make it active again.

	Signature	Date
Authorizing Agency Manager Signature		

☐ **Step 3** **E-mail the COMPLETED FORM to AZNet Support Desk at AZNetSupportDesk@AZDOA.gov.**

REMOTE ACCESS REQUEST FORM INSTRUCTIONS

STEP 1: End User Information
The **End User** is required to complete this section of the request form. Please be sure to include **phone** and **email** information.

STEP 2: WebEx License/Access Request(s) and Authorization
The End User's **Manager/Supervisor** is required to complete and sign this section of the request form. Please be sure to include **phone** and **email** information.

In the event that End User is an Agency's vendor, the **Authorizing Sponsor Agency Manager** is responsible for all vendor accounts, and is required to complete and sign this section of the request form. Please be sure to include phone and email information.

STEP 3: Email Completed Form
The End User's Manager/Supervisor is required to email the completed and signed request form to AZNet Support Desk at AZNETSUPPORTDESK@AZDOA.GOV.

NOTE: The End User's Manager/Supervisor 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 account administrator(s) will contact the End User with their username, password and instructions. In addition, the account administrator will notify the End User's Manager and/or Supervisor 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.

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