



# PIMA COUNTY WIRELESS INTEGRATED NETWORK

PUTTING PIMA COUNTY IN A BETTER STATE OF COMMUNICATION



## COMMSHOP 360 User Request Form

Phone: 520-724-7200

This form is used to request new user setups, additions, modifications, and user rights access.

Request Date:

New Account

Update Account

### User Information (all fields are required)

First Name:

Last Name:

Agency:

Department:

Title:

Employee #:

E-mail:

Phone:

### Setup/Modify Web User Account

#### Account Type

- View Only
- View & Edit

What agencies will user need access to?:

### Setup/Modify Client Software or Client User Account

#### Account Type

- COT Asset Manager
- Pima Asset Manager
- Pima Finance
- COT Tech Standard
- Pima Tech Standard
- Administration

Install COMMSHOP 360 Client  
 on users computer (Must have Client Licenses available)

### Other User Account Modifications (explain reason for the modifications)

- Remove Users Account
- Change Password
- Other

Explain:

### Approving Authority Signatures

User's Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Agency's Approving Authority: \_\_\_\_\_

Date: \_\_\_\_\_

COMMSHOP Administrator: \_\_\_\_\_

Date: \_\_\_\_\_