

**DOCUBASE
USER ACCOUNT REQUEST FORM**

LEGAL NAME: _____

POSITION: _____

MEMBER OF GROUPS: *(Select only those that apply)*

- Adjunct Admin
- Administrators
- AP Private Group
- AP Pro
- AP View Only
- AP Report Admin
- Autocold - Reg
- Autocold – AP
- Catalog Pro
- COS – Admin
- COS – View Only
- COSCE - Admin
- COSCE - View Only
- FAO Admin
- FAO Restricted
- FAO View Only
- HR Admin
- HR Limited
- HR View Only
- I9 Pro
- PR Admin
- PR Limited
- PR Pro
- REG Print to DB
- REG Reports - Admin
- REG Reports – Pro
- Security Pro
- Security View
- STEM Admin
- STEM Pro
- Student Admin
- Student Private
- Student Pro
- Student View
- Student Services Pro
- Student Services View
- Title V 05 Admin
- Title V 10 – Admin
- Title V 10 – View and Print
- Title V Co Admin
- Transfer - Admin

Roles: *(Select only those that apply)*

- Administrators
- Batch
- User Administrator
- Webview

Department Head Signature

Date

Office Use Only:	

Username	
_____	_____
Entry Date	Exit Date