



Accela Automation (AA) User Account Request Form for Fire Staff

REQUEST (Choose One)

Self
 On-Behalf
 Request by _____ Request date _____

New User
 Existing User Reactivate
 Existing User Remove

USER DETAILS

First		Mi		Last	
Department		Job Title			
Contact Number		Email Address			
Employee Status	<input type="checkbox"/> Permanent	<input type="checkbox"/> ELDE Ending Date:		<input type="checkbox"/> Intern Ending Date:	

ENVIRONMENT

Production
 Support

MODULE

BUILDING Select one below	ENFORCEMENT Select one below	PLANNING Select one below	FIRE Select one below
<input type="checkbox"/> Building Read Only	<input type="checkbox"/> Enforcement Read Only	<input type="checkbox"/> Planning Read Only	<input type="checkbox"/> Fire Daily
<input type="checkbox"/> Building Daily			<input type="checkbox"/> Fire Station
			<input type="checkbox"/> Fire Veg Supervisor
			<input type="checkbox"/> Fire Read Only

PURPOSE AND NEED:

Approved By

Name _____ Signature _____ Date _____
 Department Head

Please email to AccelaUserRequest@oaklandca.gov once you fill the form out. The following information will be provided to you by Administrator via email.

User ID	Password	Environment	URL
		Support/Production	av.supp.accela.com\av.accela.com
New user accounts: User must change Password at next Log in , Password need to reset every 6 months			