



**Accela Automation (AA) User Account Request Form for OPW & DOT 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**

<b>BUILDING</b> Select one below	<b>ENFORCEMENT</b> Select one below	<b>PLANNING</b> Select one below	<b>FIRE</b> Select one below
<input type="checkbox"/> OPW Daily	<input type="checkbox"/> Enforcement Read Only	<input type="checkbox"/> Planning Read Only	<input type="checkbox"/> Fire Read Only
<input type="checkbox"/> OPW Daily Supervisor			
<input type="checkbox"/> OPW ESD Daily			
<input type="checkbox"/> OPW Finance Supervisor			

**PURPOSE AND NEED:**

**Approved By**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Department Head

Please upload the completed form to the I.T. Portal Accela Request Page: <https://cityfoaklandprod.service-now.com>  
 GET HELP/ACCELA REQUESTS . 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  
 \* [Read Only Access](#) only needs respective department head signature.  
[Higher Access](#) requires either Building or Planning Deputy's signature.