



Accela Automation (AA) User Account Request Form for Planning 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\Temp 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 Daily	<input type="checkbox"/> Enforcement Daily	<input type="checkbox"/> Planning Daily	<input type="checkbox"/> Fire Read Only
<input type="checkbox"/> Building Read Only	<input type="checkbox"/> Enforcement Read Only	<input type="checkbox"/> Planning Daily Supervisor	
		<input type="checkbox"/> Planning Finance	
		<input type="checkbox"/> Planning Read Only	

PURPOSE AND NEED:

Approved By

Name _____ Signature _____ Date _____
 Building Official

Name _____ Signature _____ Date _____
 Planning Director

Please upload the completed form to the I.T. Portal Accela Request Page: <https://cityofOaklandprod.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.supply.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.