

Cloud - Administrative Requests Form

(non-chargeable requests)

For Girl Scouts National and Councils Only

The purpose of this form is to request Community Brands to process non-chargeable administrative requests for your Abila Cloud product(s).

**Please note that a Support case needs to be established prior to submitting this form.** Please contact Community Brands support at 800-945-3278 to create a case which needs to be indicated below.

 **Case Number:**

Before this request will be processed, a Community Brands Customer Support Analyst must first verify that the requestor is an Administrator in the **hosted** application. This validates that the requestor has the proper authority to make the request.

**Council #:** **Council Name:       Product:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  Add user account(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **User Logon Name** | **Email Address** | **Security Group(s) if applicable** | **Effective Date** |
| *Smith* | *Adam* | *Adam.Smith* | *Adam.Smith@your.org* | *Accounting, Payroll* | *10/31/2010* |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

 |

[ ]  Remove active directory user account(s)

|  |  |  |
| --- | --- | --- |
| **Last Name** | **First Name** | **Effective Date** |
| *Smith* | *Adam* | *10/31/2010* |
|   |   |   |
|   |   |   |
|  |   |   |

Examples

[ ]  Add/Remove security group(s)

|  |  |  |
| --- | --- | --- |
| **Add/Remove** | **Security Group** | **Effective Date** |
|  Add |  Administration |  10/31/2010 |
|   |   |   |
|   |   |   |

[ ]  Assign user(s) to security group(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Add/Remove** | **Last Name** | **First Name** | **User Logon Name** | **Security Group** |
| *Remove* | *Smith* | *Adam* | *Adam.Smith* | *Payroll* |
| *Add* | *Smith* | *Adam* | *Adam.Smith* | *Administration* |
|   |   |   |   |   |
|   |   |   |   |   |

By signing this document, I authorize Community Brands to process the administrative requests on this form.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name:       Title/Position: