

# APPLICATION ACCESS REQUEST

(SWAD Database)

Instruction: E-mail or fax to System Administrator.

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STATE EMPLOYEE

CONTRACTOR

CONSULTANT

LAST NAME	FIRST NAME
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WORKSITE ADDRESS
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NEW USER *(Complete section 2)*

EXISTING USER *(Complete section 3)*

<b>SECTION 2. NEW USER</b>
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ACCESS	
SWAD VIEW ONLY	
REGION TSC	
REGION SYSTEM ADMIN	
SWAD SYSTEM ADMIN	

<b>SECTION 3. EXISTING USER</b>
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ACCESS CHANGE	USER'S APPLICATION ID
REMOVE ACCOUNT	
SUSPEND ACCOUNT	
REACTIVATE ACCOUNT	
WORKSITE CHANGE	
ADD RIGHTS	

ADDITIONAL NOTES
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<b>APPROVALS</b>
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SUPERVISOR/MANAGER NAME	SIGNATURE	DATE
AUTHORIZED REQUESTER/SYSTEM ADMIN NAME	SIGNATURE	DATE