



Covisint Security Administrator Change Request

Organization Information (as it appears in Covisint)			
Organization Name*		Address	
City/Region		State/Province	
Postal Code		Country	
Current Security Admin Information			
Name*		Job Title	
Covisint ID		Reason for Change*	
New Security Administrator Information			
Name*			
Organization Name		Phone Number*	
Covisint User ID *		Email Address*	
Signature*		Date	
Executive Authorization			
Print Name*		Signature*	
Title*		Date*	
Comments:			

* Required field

Instructions:

1. Fill out each field of the Security Administrator Change Request. Your request **will not** be processed if the required fields are blank or contain invalid information.
2. You **MUST** have a Covisint ID to become the Security Administrator. If you need assistance creating a Covisint ID please call the service desk at one of the local toll free numbers found here: <https://portal.covisint.com/web/supportauto/contactus>
3. The Executive Authorization must be signed by someone other than the new administrator. This is a security measure to ensure that an officer of the company is aware of the change.
4. Submit the request to Covisint one of two ways:
 - Scan the signed document and email it as an attachment to support@covisint.com. This is the preferred method.
 - Fax the signed document to (866) 915-8642.
5. Covisint will process your request within 2 business days. You will be notified via email once complete. It will be your responsibility to remove old administrator access at that time.



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