

# AiMs User Account Request Form

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This form must be completed by the requestor and routed from supervisor for access to the AiMs.

Completed forms can be e-mailed to [AiM CMMS Admin](#). Application login IDs and passwords will be provided to the authorized individual.

## Action Required: (check one)

- Check New account – *Supervisor Approval Required* \_\_\_\_\_
- Change account role for existing user account – *Supervisor Approval Required*
- Delete an existing user account – *Supervisor Approval Required*
- Change user information or reset password
- Change user email address

## User Information:

\_\_\_\_\_  
*First name (Legal)*

\_\_\_\_\_  
*Last name (Legal)*

\_\_\_\_\_  
*NetWork ID (NID)*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Department/College*

\_\_\_\_\_  
*UCF Email*

\_\_\_\_\_  
*Position Title*

## Account Roles:

<input type="checkbox"/> CUSTOMER	Customer role allows customer to put in a work order request for any work that needs to be done
<input type="checkbox"/> STORES CUSTOMER	Customers of central stores who purchase items through annual blanket work orders