**<<Insert AGENCY or LOCALITY LETTERHEAD>>**

To: VITA Service Desk Email to: vccc@vita.virginia.gov

RE: Assign/Remove/Renew Access Coordinator(s)

Date: Click or tap here to enter text. (DDMMYYYY)

3-letter identifier (If a new VITA customer, not applicable): Click or tap here to enter text.

Section 1: NEW Access Coordinators (AC) – Assign new AC(s) for your organization

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Section 2: REMOVE Access Coordinators (AC) – Remove the following ACs from you organization.

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Section 3: RENEW existing Access Coordinators (AC) – Identify all existing ACs associated with your organization. This serves to renew credentials of all existing ACs.

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (e.g. Commissioner, Treasurer, Sheriff): Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Form Instructions

This purpose of this form is to maintain a current account of all Access Coordinators (AC) assigned to their respective organizations and mainframe accounts. This form is used to ADD, REMOVE and to RENEW existing ACs. To maintain security and an accurate list of ACs, all ACs are required be renewed annually to ensure authorizing access security to the VITA mainframe is maintained and regularly updated.

For a NEW organization to VITA Mainframe access, the initial Access Coordinator must be assigned by the locality Director, Commissioner or Treasurer. VITA recommends at least two ACs assigned for a mainframe account. Additional new ACs can be assigned by the newly activated AC using a new form.

For a current organization with VITA Mainframe access, this form can be submitted and signed by the active AC assigned to the organization.

NOTE: An Access Coordinator cannot submit a VITA03-001 LogonID request for him or herself. An alternate AC must submit the VITA03-001 Logon ID Request on behalf of assigned users and fellow Access Coordinators.

**3-letter identifier:** If this is the initial submittal of this form for a new customer, a 3-letter identifier will be provided at a later date. All others please provide.

**Name:** Please provide First, Middle Initial, Last names

**Section 1:** New Access Coordinator – identify each new AC assigned to this mainframe account. After this form is submitted and the AC activated on the VITA Mainframe, if the new AC will require access to the mainframe, submit a VITA03-001 LogonID Request. The AC does not require a LogonID unless the AC is to perform administrate functions (e.g. password resets).

**Section 2:** Remove Access Coordinator – identify each AC removed from the mainframe account due to employment change, retirement, etc. Identify replacement ACs, if available, in Section 1.

**Section 3:** Renew Access Coordinator – identify each existing and active AC assigned to the mainframe account. Identifying recurring ACs will serve as the annual renewal and maintain a secure and current listing of ACs in the VITA Mainframe.

NOTE: Active ACs not identified on this form will be de-activated until re-activated by re-submitting this form.

Signature/Title: The initial authorizing signature must come from a person with fiduciary authority to commit funds to the VITA Mainframe Account.

Subsequent forms may only be signed and submitted by active Access Coordinators.