



# Arizona Department of Transportation

## Administrative Services Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer  
Governor

John S. Halikowski  
Director

John A. Bogert  
Chief of Operations

Joe Throckmorton  
Chief Information Officer

### COMPUTER ACCESS REQUEST

Please type, illegible forms will be returned.

User Information:  
 New User    Position # **ADT**- \_\_\_\_\_ - \_\_\_\_\_    Start Date \_\_\_\_\_    HEAT #: \_\_\_\_\_  
 Full Legal Name: \_\_\_\_\_    EIN \_\_\_\_\_    SSN (last four): \_\_\_\_\_  
 Office Address: \_\_\_\_\_    City: \_\_\_\_\_    State: \_\_\_\_\_    Zip: \_\_\_\_\_  
 Division: \_\_\_\_\_    ORG: \_\_\_\_\_    Mail Drop: \_\_\_\_\_    Phone (\_\_\_\_\_) \_\_\_\_\_  
 Employee Type: \_\_\_\_\_    \*Assignment Duration \_\_\_\_\_  
 Company Name (required for Third Party & Contractors): \_\_\_\_\_

USER ID CHANGES:  
 Current RACF ID: \_\_\_\_\_    Electronic Data Retention (Deleted Employees Only):  
 Transfer Effective Date: \_\_\_\_\_    Save Email    Save Local Drive  
 Termination Date (required): \_\_\_\_\_    Save U Drive    None

SELECT REQUESTED ACCESS: (select add, change, or delete from drop down menus)

Advantage	Email		
AIDW*	MVD Restricted Email	Yes	No
AIDW – Project Checklist	Encroachment Permits		
Role Options:	FAST		
AIDW - Safety Data Mart	HEAT		
Extended NCIC Codes: _____	Group _____		
Officer NCIC Codes: _____	Internet		
Role Options:	MVD Restricted Internet	Yes	No
ALISS	PeCos		
Role Options:	Planview		
BTS Printing	Remote Access		
Control D/ARD	Title & Reg and Driver's License		
Same as RACF ID: _____ (Required)	MVD Role: _____		
eCMS			(Required)
Role Options:			

\*List specific access needed where applicable:

Manager Name: \_\_\_\_\_    Phone: \_\_\_\_\_    Date: \_\_\_\_\_  
 Manager Signature: \_\_\_\_\_    RACF ID: \_\_\_\_\_

- Submit Computer Access request as follows:
1. Contact the ADOT Service Desk at 602-712-7249
  2. Notify Service Desk of specific access(es) requested
  3. Fax completed form to 602-712-3368