07/01/2018

**Raiser's Edge Account Request Form**

|  |
| --- |
| **User and Department Information** |
| GSU Campus ID (ex: Joe21): |
| Name of User: |
| Title: |
| Division/unit: |
| User E-mail: |
| User Office Telephone: |
| Supervisor: |
| Date of Request: |

**Requested Action**

* **Add a New User:**
* **Inactivate an Existing User - Name:**
* **Modify an Existing User's Security Role**

**Provide details regarding modification request for existing user.**

*In accepting access to Raiser's Edge, I agree to the following: 1) to treat all information accessed thorough Raiser's Edge in a confidential manner, 2) to change my password upon initial login, 3) to not share my password with any other individual(s) and 4) to* ***properly*** *log out of Raiser's Edge when not actively using the application. ALL new users are required to go through Basic Navigation training before receiving their ID and password.*

|  |  |
| --- | --- |
| Signature User\Employee: | Date: |
| Signature\Approval of Supervisor | Date: |
| Signature\Approval of Development VP/AVP | Date: |

Mail or fax form to: GSU Foundation, Inc., Attn: Raiser's Edge Security Administrator,

P.O. Box 3963, Atlanta, GA 30302-3963 Phone (404) 413-3444, Fax (404) 413-3441