

# OnBase: Change Authorization Form

Date:

Requestor/District

Use this form to Authorize the person/persons responsible for requesting/authorizing changes to your OnBase Account. This form must be submitted by a Department Head to be valid.

Department:

Primary Contact:

- Add New Users
- Change User Privileges
- Change Document Type Access

- Create
- Doc Types Groups
  - Doc Types
  - Keywords
  - Password Policies
  - Note Types

Secondary Contact:

- Add New Users
- Change User Privileges
- Change Document Type Access

- Create
- Doc Types Groups
  - Doc Types
  - Keywords
  - Password Policies
  - Note Types

Department:

Primary Contact:

- Add New Users
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- Doc Types Groups
  - Doc Types
  - Keywords
  - Password Policies
  - Note Types

Secondary Contact:

- Add New Users
- Change User Privileges
- Change Document Type Access

- Create
- Doc Types Groups
  - Doc Types
  - Keywords
  - Password Policies
  - Note Types