
	<p>State of Arizona Peace Officer Standards and Training Board</p> <p>Arizona Agency Self Service Center Access Removal or Change</p>	
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If a situation requires emergency removal of access to the system, contact AZPOST at 602.774.9387.

Completed forms can be e-mailed to: ithelp@azpost.gov

Total removal of access? YES NO

Change in the systems the person can access? YES NO

For which agency? _____

For changes only: Indicate below what systems the person SHOULD be allowed access to:

PERSONNEL TOOLS	TRAINING TRACKER	E-FORMS	C.L.E.A.R.S.	CLASS REGISTRATION SYSTEM
Appointment Reports Instructor Reports Agency Defined Groups Agency Defined Codes	Course Manager Class Manager Rosters Individual Records Instructor Reports Training Reports	Electronic: A1 Form TM Form SC Form E-Forms History Manager	Generate a submission Pickup a report	Register for training classes View class lottery results

Do you wish to include access to the Non-Appointed Persons Data Manager Tool?

YES NO

Who is the person that this change is for?

Last Name: _____ First Name: _____

E-Mail Address: _____ Phone Number: _____

Rank / Title: _____ Agency ID / Badge Number: _____

Important notice regarding your agency's participation in the ASSC System.

Terms and conditions of use:

1. Agencies participate in the ASSC System at their own risk. Agencies are highly encouraged to maintain separate backups of data in other formats.
2. AZPOST is not responsible for the actions of persons granted access to the system by an agency.
3. AZPOST may at any time conduct investigations into the use of the system to ensure the integrity of the system; this may include real time monitoring of user activity.
4. AZPOST may at any time revoke a user's or agency's access to the system.
5. AZPOST performs daily backups of data for total system recovery only. Loss of information caused by the actions of users, such as the deletion of individual records or forms cannot be recovered.
6. In the event of a catastrophic data loss, AZPOST will recover data to a point which may result in a loss of information that was added / updated / removed to / from the system during the time period from the completion of the backup to the time of loss.
7. AZPOST is obligated under the law to provide redacted information contained in the system to requesting members of the public without notice to your agency.
8. If an agency chooses to no longer participate in the ASSC System, AZPOST will provide to that agency their data in a DOS standard delimited text file.
9. Agencies must be aware that state law may be applicable to the retention of information put into the ASSC System, and AZPOST will comply with applicable laws regardless of your agency's policies regarding record retention.
10. The agency shall notify AZPOST within 72 hours if the person listed on this form is no longer under the employ of the agency, or otherwise needs to have access to the system removed.
11. The signature of the Agency or Academy Head is required for this form to be valid.

Printed name of Agency/Academy : _____

Title of Requestor: _____

Signature of Agency/Academy Head: _____

My signature above is my indication that I have read, and understand the Terms and Conditions of Use.

Date: _____