

# HOW TO

## Request a Change in a PASS User Profile

### **Purpose:**

Request a Change in a PASS User Profile using an eForm due to a change in an individual's job level, relocation to a different agency, or other identifying information.

### **Performed By:**

System Administrator

1. Log into PASS by typing the user name and password and then pressing ENTER. The Swoosh screen should appear.

*Note: A user name and PASS ID number is assigned to each eligible receiver. The PASS ID is the same as your Network Login ID. ACCO or a designated individual should be contacted if there are issues with a PASS user name or password.*

2. Click the Company eForm link located on the left side of the screen. The Create Request Using Company eForm screen should appear.

*Note: An eForm is an electronic form that has a series of wizard screens that contain fields for specific data required for completion."*

3. Click the User Maintenance Request. The Add Title screen should appear.
4. Type a title for the User Maintenance Request in the highlighted field (e.g., "Update Judy Jones User File).
5. Click the radio button corresponding to "Maintain." A User field should appear at the bottom of the screen.
6. Determine if the user name shown in the User field is the individual requiring the profile change.
7. If the user requiring the change is not the highlighted user, choose the drop down and select Other... option.

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Version UF300 v1

8. Search for the user by name.
9. Click Select next to the desired user. PASS should return to the Add Title screen.
10. Click Next. The User Maintenance Request screen should appear.
11. Add any changes that are required by typing information into the blank fields in the Change To column.
12. Click Next after all necessary changes have been typed under the Change To column. The Summary screen will appear.
13. Click into the Comment field.
14. Type comments explaining the reason the changes are required.
15. Click Submit. The Company Form Submitted screen should appear.
16. Log out of PASS.