



## Workiva User Account Request Form

Last Name	First Name	Middle Initial	Email Address	Phone Number	Agency OLO	Action	Workiva User Role	File Folder Access	Training Completion Date

**Workiva User Roles:**

- Workspace Member – Can view workspace details and memberships.
- Editor – Can complete surveys and forms as well as view, edit, and comment on all files/documents in Workiva.
- Viewer – Can view and comment on all files/documents in Workiva.
- Limited Starter – Can view and comment on certain files/documents in Workiva.

**File Folder Access Types:**

- GASB 87 Lite – Used to complete surveys and obtain output data related to leases.
- GASB 96 Lite – Used to complete surveys and obtain output data related to SBITAs.
- ACFR – Used to complete form packages and submit required documents used in preparation for the ACFR.

Authorizing Agency Access Approver: \_\_\_\_\_

Date: \_\_\_\_\_