



Raiser's Edge User Account Update Form

Please complete this form when transferring between colleges/units, or when name, contact information, or job title have changed.

If your account is not current, this is not the correct form to regain access. If your account has lapsed (you've gone more than 90 days without launching RE), you will need to retake classes.

Full Name	<input type="text"/>	UA Employee ID	<input type="text"/>
Job Title	<input type="text"/>		
College/Unit	<input type="text"/>	Dept.	<input type="text"/>
Campus mailing address	<input type="text"/>		
Email address	<input type="text"/>	Phone Number	<input type="text"/>
Business purpose for requesting RE access <i>(Deposit gifts, maintain events, generate acknowledgement letters, manage contact reports and proposals, maintain donor information, etc.)</i>	<input type="text"/>		
Frequency of use <i>(Daily, Weekly, Monthly, Quarterly) If fewer than this, please contact RE Support for alternate options</i>	<input type="text"/>		
Is your access current?	<input type="radio"/> Yes <input type="radio"/> No		

Central Gifts and Records Management team offers a service that will process gifts for users who process fewer than five gifts per year.

Users who infrequently update contact information may find it more convenient to email those requests to biodemrequests@uafoundation.org instead of seeking continued access. If you are an infrequent user, and neither apply, please email resupport@uafoundation.org to discuss alternate options.

Class registration: <http://www.uafoundation.org/NetCommunity/resupport/resupport-training-class-paths>