The ASP user Change utility allows a customer to request accounts for new employee, remove accounts for former employee, and also make changes to existing employee’s account or permission. The utility is available via shortcut on the AIM+ Desktop.

**Add User**

Requestor will enter their information in the top section.

New Employee’s info. “Name of user to mirror…” means which existing account should be used as a baseline for the new account (permissions and program access). Bill Code and Accounting Code will be pre-filled – do not change.

This box must be checked (and thus agreeing to the terms) before the request can be submitted.
Remove User

Requestor will enter their information in the top section.

Name of employee whose accounts should be removed. If necessary, forward the employee's emails to another person. Bill Code and Accounting Code will be pre-filled – do not change.

This box must be checked (and thus agreeing to the terms) before the request can be submitted.
Change User

- Requestor will enter their information in the top section.
- Name of employee whose account should be modified. Bill Code and Accounting Code will be pre-filled – do not change.
- List what changes are needed
- This box must be checked (and thus agreeing to the terms) before the request can be submitted.
Swap User

Requestor will enter their information in the top section.

Enter name of new employee and the employee whose accounts should be removed.

This box must be checked (and thus agreeing to the terms) before the request can be submitted.