



LEARNING MANAGEMENT SYSTEM (LMS)

ACCOUNT MANAGEMENT FORM

This form is used to manage agency and user accounts within the Learning Management System (LMS) provided by GBI. Please complete the selections below and email the request to LMSHelp@gbi.ga.gov.

Terms:

- Add New Account – To add a new agency or contractor/vendor account (this option is not for individual user accounts)
- Add Approver Authority – To add the training approver authority to a user account
- Remove Approver Authority - To remove the training approver authority to a user account (One per agency)
- Add Report Requestor Authority –To add the report requestor authority to a user account
- Remove Report Requestor Authority - To remove the report requestor authority to a user account
- User Account Change – To move a user account from one agency, contractor/vendor company to another
- Merge Accounts – To merge multiple accounts for a user to one account

ACTION REQUESTED:

CONTACT INFORMATION (mandatory fields)

Agency/Organization Name: _____

(Person authorizing the request)

Agency Head/Organization Authority Title: _____

First Name: _____ Last Name: _____

Email: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ County Code: _____ ORI: _____

Submitted by Name: _____ Date: _____

Submitted by Email: _____



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ACCOUNT MANAGEMENT FORM

USER ACCOUNT MANAGEMENT INFORMATION:

First Name: _____ Last Name: _____

Email: _____

LMS Username: _____

Original Agency/Organization Name: _____

Original Agency/Organization ORI: _____

New Agency/Organization Name: _____

New Agency/Organization ORI: _____

FOR ACCOUNT MERGERS:

LMS Account username to keep: _____

LMS Account username(s) to merge: _____
