

WFIS User Information Form
(Must accompany the Computer Account Registration Form)

The information needed to setup a new WFIS user or modify an existing WFIS user is summarized below.

New user name: _____

1. Select a **GROUP**

- System Officer** (update and view in all modules)
- Contractor** (update privileges in assigned modules)
- Approver** (DOE – approve/view in assigned modules)
- Approver Assistant** (DOE – view in assigned modules)
- Affiliated Viewer** (view in all modules)

2. If you are in the **Approver Group**

From the Computer Account Registration form, enter the field office _____

Select the user rights for each module

Modules	No rights	View Only Rights	Approval Rights
EEO – Equal Employment Opportunity			
WFR – Work Force Restructuring			
C & B – Compensation and Benefits			
BA – Collective Bargaining Agreements			

3. If you are in the **Approver Assistant Group**

Select the modules the user may view

Modules	Yes	No
EEO		
WFR		
C & B		
BA		

WFIS User Information Form (continued)

4. If you are in the **Contractor Group**

Enter the field office, the facility, and the contractor (company). Each user may have access to more than one field office, facility, and contractor combination.

Also select modules to be accessed.

Field Office(s): _____	Modules	Yes	No
Facility: _____	EEO		
Contractor: _____	WFR		
	C & B		
	BA		

Field Office(s): _____	Modules	Yes	No
Facility: _____	EEO		
Contractor: _____	WFR		
	C & B		
	BA		

Field Office(s): _____	Modules	Yes	No
Facility: _____	EEO		
Contractor: _____	WFR		
	C & B		
	BA		

Field Office(s): _____	Modules	Yes	No
Facility: _____	EEO		
Contractor: _____	WFR		
	C & B		
	BA		

Field Office(s): _____	Modules	Yes	No
Facility: _____	EEO		
Contractor: _____	WFR		
	C & B		
	BA		

Field Office(s): _____	Modules	Yes	No
Facility: _____	EEO		
Contractor: _____	WFR		
	C & B		
	BA		

Deborah Haddix, WFIS Manager

Date