

# Computer Account/Access Registration Form

This form must be completed for any user requiring an access change to any LM computer system. This form provides access authorization to multi-user systems, access groups, proprietary applications, and restricted subdirectories. Complete the form, with the required management and/or system owner authorization signature(s), and forward to the Legacy Management Help Desk. You will be notified when the form has been processed and the changes have been made. This form may be faxed to the Legacy Management Help Desk at **(304) 225-8310** or e-mailed as an attachment to **helpdesk@LM.doe.gov**. For any questions, call the Legacy Management Help Desk at **(866) 720-9824**.

Add Account     
  Delete Account     
  Modify Account     
 Effective Date: \_\_\_\_\_  
 Employee Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
(Supply the name as it should appear in the e-mail directory (e.g., Chris Smith versus Christina Smith))  
 LM Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_  
 Site Name or Location \_\_\_\_\_  
 Address \_\_\_\_\_

DOE-LM Organization \_\_\_\_\_  
(e.g., LM-10.2)  
 DOE-EM

OR

Contractor Employer \_\_\_\_\_  
 Functional Group \_\_\_\_\_  
 Role:   
  Admin Support     
  Finance  
         
  IT Development     
  Project Control  
         
  Real Property     
  Records  
         
  Other \_\_\_\_\_

Requester Name \_\_\_\_\_  
 Requester Phone Number \_\_\_\_\_  
 Requester E-mail Address \_\_\_\_\_

<p><b>General Access</b></p> <p> <input type="checkbox"/> Permanent                    <input type="checkbox"/> Intermittent                    <input type="checkbox"/> Temporary – End Date _____  <input type="checkbox"/> LM E-mail Account             </p>	<p>This selection will provide access to the following basic computer services:                  Training, Local Area Network (LAN) account, and basic nonrestricted LM Portal services.</p>
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Additional Access	For Internal Use Only Date Completed	Project Community Sites Access <small>Requires LM Solutions involvement and/or DOE-LM Site Leadership approval</small>		For Internal Use Only Date Completed
<input type="checkbox"/> Entrust		<input type="checkbox"/> <b>LM Portal Access</b> <input type="checkbox"/> Ashtabula <input type="checkbox"/> Columbus <input type="checkbox"/> EMG <input type="checkbox"/> Fernald <input type="checkbox"/> FUSRAP <input type="checkbox"/> Mound <input type="checkbox"/> Pinellas <input type="checkbox"/> Rocky Flats <input type="checkbox"/> LMS Task Orders <input type="checkbox"/> Other: _____		
<input type="checkbox"/> PMRS – requires DOE-LM Finance Manager approval				
<input type="checkbox"/> RSA Secure ID Token – requires LM Cyber Security Manager approval				
<input type="checkbox"/> Work Force Information System (WFIS) – requires HQ/DOE-LM Business Management approval and an additional form				
<input type="checkbox"/> Serena Team Track – requires LM Enterprise Systems Manager approval		<input type="checkbox"/> <b>Hummingbird Access</b> <input type="checkbox"/> Ashtabula <input type="checkbox"/> Columbus <input type="checkbox"/> Fernald <input type="checkbox"/> LM Records <input type="checkbox"/> Mound <input type="checkbox"/> Rocky Flats		
<input type="checkbox"/> Numara Track-It – requires LM Help Desk Manager approval				
<input type="checkbox"/> <b>File Share/Folder Access</b> Provide specific file share/ folder path in the <b>Special Requirements/Access Location Description</b> box below				
<input type="checkbox"/> Phoenix (Fernald) <input type="checkbox"/> Condor (GJ/Pinellas) <input type="checkbox"/> Cardinal (Morgantown) <input type="checkbox"/> Mallard (Mound) <input type="checkbox"/> Robin (Rocky Flats) <input type="checkbox"/> Sparrow (Weldon Spring)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

**Special Requirements / Access Location Description**

Supervisory Approval Signature/Title \_\_\_\_\_