Form IT- Add A Instructions
Addendum A – ACESS Acct UserID Request Form

Purpose

This form is used to request an ID for the ACESS system (uses the same password as the Novell/LAN account).

Note: The New User ID Form MUST be attached to all Addendums submitted to Security for NEW USERS – the form will NOT be processed without it. The addendum may be submitted alone for EXISTING USERS ONLY.

Section 1 – User Information

Information provided in this section includes the user's name, agency and office location.

Verify that the following fields are completed:
1) Name – Last, First, MI
2) Location - Check Agency box (CW [OCS], ES [OFS] or DCFS [DSS])
3) Check State, Parish or Region office – list Parish/Region NAME in field provided
4) Novell/LAN ID (this is your network ID – example **ajones**, **dsmith**)
5) If WebFocus account is needed for the ACESS project, check this box and list the RACF (MainFrame) ID (these are the accounts beginning with TIU, JU, CSU used in the MainFrame systems). **If this information is not completed, the WebFocus account will not be created.**

Section 2 – Role Name

Place an 'x' in the role name requested. **If this information is not completed, the account will not be created.**

Section 3 - User Agreement

The user is responsible for reading the agreement and statements, and signing and dating the form in **colored ink, preferably blue** to certify his/her understanding and the consequences of non-compliance with DCFS computer security policy.

The supervisor is responsible for signing and dating the form in **colored ink, preferably blue** to certify that he/she approves and authorizes the addition of this user to the ACESS system.

REMINDER: Please complete ALL fields; if information is missing, form will NOT be processed.