

# EPMS User ID Request Form

**For internal use only**  
Created/Deleted/Modified by: \_\_\_\_\_  
Date: \_\_\_\_\_

## Section I – General Information (All fields must be completed – incomplete forms may be returned)

Existing account in CDSS Suite of Applications      User ID: \_\_\_\_\_      Remedy Ticket# \_\_\_\_\_  
 Add New User       Delete User

Employee Name: \_\_\_\_\_      Employee Title: \_\_\_\_\_

## Section II – Organizational Information

Please fill-in the information below:       Center/OA/CTS Agency Property Officer      Contract # \_\_\_\_\_       National Property Contractor

Organization: \_\_\_\_\_      Phone: \_\_\_\_\_      Fax: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip: \_\_\_\_\_      E-mail: \_\_\_\_\_

## Section III – Authorizations

Requesting Manager's Name: \_\_\_\_\_ Requesting Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Point of Contact's Name: \_\_\_\_\_ Point of Contact's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

## Section IV – Additional Comments

Please add comments here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section V – User Responsibilities

It is the responsibility of the Requestor to comply with the policies governing the access of informational data created, acquired, or controlled by JCDC. These responsibilities include:

- Keeping User ID's and Passwords Confidential
- Choosing unique passwords
- Reporting violations or attempted violations to JCDC Technical Assistance Center
- Informing POC of Termination or Job Function Changes
- Changing passwords as needed to maintain security
- Logging off Terminals at completion of each session

I am aware of and agree to comply with JCDC security procedures pertaining to the proprietary and confidential nature of information to which I may have access.

Employees Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Fax form to: (512) 804-2012 (Attention: TAC)