



HRD ARIS APPLICATION REGISTRATION FORM

Beginning Monday, April 30th 2007, all requests for new or modified access to HRD ARIS applications must be submitted using form REE-236. The new registration form is found under e-Forms, where it is available to any employee with access to e-Forms. However, all requests for access to HRD applications will only be accepted when routed through the employee's designated agency contact.

Any form not routed through the designated contact will be returned without action. All requests for a new user account or a change to an existing account must be reviewed by the DD-HCPD staff, which coordinates access with the administrative contacts for each REE agency.

To submit a request for access to an HRD ARIS application – HRIS, WebPats, FinDis, or VLTP – complete the registration form in e-Forms and route it to your administrative contact. After the request is accepted by your administrative contact, the form will be routed to HRD by routing the form to the **HR-Reports** mailbox. Please see the list of contacts below for routing information.

NOTE: If you have completed your E-Forms profile, your position and organization data will pre-populate the form. To save time, complete the profile prior to completing the registration form.

If you have any questions, please contact either Dee Fisher on (301) 504-1359 or Donna White on (301) 504-1411.

REE ADMINISTRATIVE CONTACT FORM REE-236			
AGENCY	AREA	CONTACT NAME	IDENTIFIER
Agricultural Research Service	Headquarters Office	Supervisor	ARS-HQ
	Beltsville Area	Carolyn Dyson	ARS-BA
	North Atlantic Area	Denise A. Madden	ARS-NAA
	Midwest Area	Deborah Agee	ARS-MWA
	Pacific West Area	Laverne M. Dolandolan	ARS-PWA
		Nina D. Covington	
	Northern Plains Area	Janet L. Jones	ARS-NPA
	Mid South Area	Rita K. Keeling	ARS-MSA
	South Atlantic Area	Irene P. Fortson	ARS-SAA
Southern Plains Area	Edna Taylor	ARS-SPA	
Cooperative State Research, Education & Extension Service	All Offices	Betty Lou Gilliland	CSREES
Economic Research Service	All Offices	Audrey Farley	ERS
National Agricultural Statistics Service	All Offices	Craig Flynn	NASS