



## INSTRUCTIONS FOR COMPLETING THE EHRP SECURITY AUTHORIZATION FORM

June 10, 2006

- The form is required for anyone needing access to the EHRP system.
- The form may be completed online and then printed or printed first and then completed. If you complete the form online, make sure that it does not overflow to two pages.
  1. Check the appropriate checkbox for a New User Profile, Inactivate User Profile, or Modify User Profile. If you are modifying or inactivating an existing user profile, enter the current User ID.
  2. Complete the top portion of the form by printing your Name, User Title, Phone number, IC, and EMAIL address information.
  3. Enter the Access Admin Code(s) that is needed for the system. The admin code entered includes all admin codes starting with that code. For example, if you entered "HN7", it will give you access to all admin codes starting with "HN7" (all of NIMH). You may enter as many admin codes as necessary. If you wish to exclude one or more admin codes from a larger group, you may enter it with a parenthetical "Not" statement. For example, if you wish to exclude HN71 from HN7, enter the admin code as "HN7 (Not HN71)". This will give the user access to all admin codes starting with HN7, but not those starting with HN71. If a user needs access to all of NIH ("HN"), the Director of the HR Center-Bethesda will need to sign the form on the "DIR-HRC-B SIGNATURE" line.
  4. Check the appropriate roles for the user. See a description of the EHRP roles at [http://hr.od.nih.gov/ehrp/roles\\_matrix.pdf](http://hr.od.nih.gov/ehrp/roles_matrix.pdf). If the "EEO (View Only)" role is checked as a supplemental role, the "EEO OFFICER SIGNATURE" line must be signed by an official in the OEODM.
  5. The user should sign the form on the "EMPLOYEE SIGNATURE" line.
  6. The employee's supervisor should sign the form on the "SUPERVISOR SIGNATURE" line.
  7. The EO or Designated EO Approver should sign on the "EO/EO APPROVER SIGNATURE" line. Designated Approvers are required to provide email addresses.
  8. Mail original copy of the completed form to the address at top left of the form. We cannot accept a fax copy of the form.
  9. HR Systems Support will notify you with initial access information as soon as your user ID and password are established. Additionally, the EO or Designated EO Approver will receive notification of your newly established access.
  10. If you have questions, please call the NIH Help Desk, at 301-496-3477 (6-EHRP).