NATIONAL BUSINESS CENTER ADMINISTRATIVE SERVICES
TECHNOLOGY SERVICES DIVISION, SYSTEM ACCESS REQUEST

All information except item #11 is required. Accounts will not be created if information is missing.

1. FOR: Individual Name _____ _____ ____
                                    (Last Name)   (First)   (I.)

2. Office/Division _____

3. Telephone: (___)_____ **4**. Mail Code: _____

5. FAX: (___)_____ **6.** Room No. _____

7. Will the employee handle Individual Trust Data?   Yes   No

8. Employment - Check all that apply: ! Federal Employee   ! Contract Employee
              ! Intern/Student/Temporary   ! Detailed Employee

   If Intern, student, temporary or detailed employee, please provide the ending date of duty
   in the Office of the Secretary.

                   _____
                   Date

9. Accounts Requested - Check applicable boxes:

   ! LAN Account
   ! Lotus Notes (E-Mail)
   ! Web Page Designer
   ! Other (Please Specify) _____

10. Please Check the applications/services required for performance of duties. **Note:** All
   LAN accounts automatically will have access to Microsoft Office (Word, Excel, PowerPoint and
   Access), Lotus Notes, internet Explorer and basic security applications such as virus detection
   software.

   ! FPPS   ! FFS
   ! IDEAS (Procurement Desktop)   ! RightFAX FAX Services
   ! Travel Manager   ! Netscape
   ! Others (please list):
   _____
   _____

11. Special Instructions: (Not required)
   _____

12. Authorization: Manager/Supervisor (Required)

   _____   _____   _____
   (Manager Print or Type Name)   (Signature)   (Date)

INSTRUCTIONS: Return completed form and copy of IT Security Training Certificate to the
              Customer Service Center, Room 2317   (202-208-5522)

LAN ADMINISTRATION STAFF

   Initials: _____   Date Completed: _____   Magic Ticket #: _____

   COMMENTS: _____