DCPDS USER ACCOUNT REQUEST

Instructions for completing this form are shown on next page

☐ **New Account**   ☐ **Modify Existing Account**   ☐ **Inactivate Account**

SECTION I: USER INFORMATION (USER MUST COMPLETE):

Name (Last, First MI)	Check the choice that applies: ☐ Civilian Employee ☐ Gov't Contractor ☐ Military

SSN (Last four): xxx-xx-	PP/Series/Grade:	Position Title:

Activity/Organizational Code:

Phone (Include Area Code and DSN)	Email Address:

I assume the responsibility for the data and system to which I am granted access. I will not exceed my authorized access. User's Signature:

Date:

SECTION II: (SUPERVISOR IS TO COMPLETE INFORMATION BELOW)

Proposed Group Inbox Title(s):	

USER OPTIONS: Please check all the following options that apply to this user:

☐ Personnelist	☐ Initiate RPA's
☐ Administrative Support	☐ Sign RPA as Requesting Offcl
☐ Manager/Supervisor	☐ Sign RPA as Authorizing Offcl
☐ Other:	☐ Approves RPA's (HR) Only
	☐ Review RPA's only

PRINTER NAME (IF APPLICABLE):

USER ACCESS :	DCPDS:	CSU (if applicable):
LIMIT USER ACCESS TO THE FOLLOWING ACTIVITIES:		
LIMIT USER ACCESS TO THE FOLLOWING ORGANIZATIONS:		

I certify this user requires access as requested in the performance of his/her job function.
Supervisor's Signature: **Date:**

Human Resources POC Signature: **Date:**

Notes/Remarks:

DCPDS USER ACCOUNT REGISTRATION INSTRUCTIONS

To complete the DCPDS User Account Request form:

SECTION I: USER INFORMATION

1)   Are you adding a new account, modifying an existing account or inactivating an existing account?   Select one
2)   Enter the User's **Last name, First name, Middle Initial (MI)**
3)   Type of User: **Civilian Employee, Gov't. Contractor, Military**. Select one.
4)   Enter the last four of the User's **Social Security Number**
5)   Enter the users **PP/Series/Grade** if the user is military, enter rank in the block**.** (e.g., CDR, CAPT, LTCOL, etc).
6)   **Position Title:** Enter the user's current position title or billet designation.
7)   **Activity/ Organization Code**: Enter the name of the user's Activity and organizational code.
8)   **Phone:** Enter the users work telephone number including area code and DSN Prefix.
9)   **Email Address:** Enter the user's Internet email address.
10) **Users Signature:** The user should sign in this block and date.

SECTION II: TO BE COMPLETED BY USER'S SUPERVISOR

1) **Proposed Group Inbox Title(s):** List the groupbox name(s) the user will need to have access to.
2) **User Options (Roles and Responsibilities):** Select the responsibility that applies to the user (e.g., Manager/Supervisor, Personnelist, etc.) and any roles that also apply to the user (e.g., Initiate RPA's, Sign RPA as Requesting Official etc.)
3) **Printer:** If a Personnelist list the Printer Name of default printer that needs to be established for the user in DCPDS.
4) **User Access:** Mark if they need access to DCPDS and/or CSU application. CSU access is not applicable for all users.
5) **User Access to Personnel Records:** List the Activities and Organization Codes the user will need to be able to access.
6) **Supervisor Signature:** The User's Supervisor should sign in this block and date.
7) **Human Resources POC:** The User's Human Resources POC should sign and date in this block.
8) **Notes/Remarks:** Any additional comments

Note: Only a copy signed by the appropriate people and sent through your Human Resources POC will be accepted. Your Human Resources POC will then send to DHRS-S, Attn: Nora Stiffler @ nora.stiffler@dla.mil or Linda Brumfield @ linda.brumfield@dla.mil.