

## How to Obtain Access to IAS or Update Existing IAS User Profile

### New Users

- New Users must fill out an IAS-200 Corporate Systems Access Request form (in E-Forms).
- Provide requested information in blocks 1 through 15, 28, 30, and 31
  - For Block 3 - User's SSN only provide last four digits of SSN. **DO NOT SEND Personally Identifiable Information (PII)!**
  - For Block 28 – User's IAS Role REE uses only the following four role combinations in IAS. These roles cannot be combined other than as follows:

- Requisitioner & Receiver
  - Requisitioner, Receiver & Central Receiver (check Other and write in "Central Receiver")
  - Budget Approver
  - Supervisory Contract Officer (a.k.a. Contract Specialist Lead)
  - For Requisitioner/Receivers please include the names of the default Budget Approver and Buyer in Block 36 – Special Instructions
  - User Signs and dates in the user acknowledgment box on the IAS-200
  - Manger Signs and dates in the Background Investigation Status Checked by Supervisor box on the IAS-200
  - Send IAS-200 to REE IAS Agency Lead (scan and e-mail) at [APOB@ars.usda.gov](mailto:APOB@ars.usda.gov)
- Electronic signatures are acceptable.

New IAS Users must log in the same day they receive their IAS User ID and temporary password.

**\*\*Temporary passwords expire at the end of the day they are issued!\*\***

### Existing Users

#### To reactivate account, change role, change warrant level, or name changes.

- IAS User must fill out an IAS-200 Corporate Systems Access Request form (in E-Forms).
  - Provide requested information in blocks 1 through 15, 28, 30, and 31.
    - For Block 3 – User's SSN only provide last four digits of SSN. **DO NOT SEND PII!**
    - For Block 28 – User's IAS Role see list above for acceptable IAS Roles.
  - Provide IAS User ID in Block 15.
  - User Signs and dates in the user acknowledgment box on the IAS-200
  - Manger Signs and dates in the Background Investigation Status Checked by Supervisor box on the IAS-200
  - Send IAS-200 to REE IAS Agency Lead (scan and e-mail) at [APOB@ars.usda.gov](mailto:APOB@ars.usda.gov)
- Electronic signatures are acceptable.

IAS Users with reactivated accounts must log in the same day they receive their temporary password.

**\*\*Temporary passwords expire at the end of the day they are issued!\*\***

#### Update a User's name, e-mail address, phone number, default budget approver or buyer, or default IAS office address code does not need an IAS-200

- User sends an e-mail to request the change by e-mail to the IAS Agency Lead at [APOB@ars.usda.gov](mailto:APOB@ars.usda.gov)
- Provide IAS User ID in your request