NOAA Fisheries
National Fisheries Information System
InPort Metadata Catalog (tel 808-983-5387, fax 808-983-2922)

InPort Person Registration Form

Please complete all fields on this form per instructions on the back of this form.

Organization

Name [ ]

Role

○ Data Steward ○ Librarian ○ Publisher ○ Author ○ Reader ○ Support Only

Person

Honorific	First Name	Mid. Inits.	Last Name	Name Inits.

Person Contact Information

Email Address [ ]   Voice Tel. [ ]

Contact Instructions [ ]   FAX Tel. [ ]

Business Hours [ ]

Street Address [ ]

Address Type
○ Mailing
○ Physical

Building Name [ ]

Room Number [ ]

Location Type
○ Business
○ Residence

City [ ]

State/Province [ ]   Postal Code [ ]

Country [ ]

Employment Information

NOAA User ID [ ]

Job Title [ ]

Employer [ ]   Emp. Type [ ]

Mgr. User ID [ ]   Routing Code [ ]

Work Location [ ]   Org. Acronym [ ]

Expertise [ ]   Prog. Acronym [ ]

By signing this InPort Person Registration Form, the InPort Person agrees to abide by NOAA and NOAA Fisheries policies and guidelines with regard to Internet activities, computer account passwords, data quality, and the responsibilities of his/her InPort User Role.

InPort Person's Signature [ ]   Date [ ]

By signing this InPort Person Registration Form, the InPort Data Steward authorizes the specified person to execute the responsibilities of the indicated InPort User Role within his/her organization's InPort Library.

Authorizer's Signature [ ]   Date [ ]

Authorizer's Role [ ]

inp_pers_form v. 120417

Instructions for Completing the InPort Person Registration Form

The InPort Person Registration form must be completed for any person requiring the *Data Steward* or *Librarian* InPort User Role and is to be signed by both the person and the organization's authorizing agent (director, information manager, etc.). The signed form for either a Data Steward or Librarian must be fax'ed or mailed to the InPort Administrator.

Additionally, InPort Librarian's may use this form to register and/or assign InPort User Roles of type Reader, Author, and Publisher and have those authorized by the organization's InPort Data Steward (InPort Librarians would maintain these completed forms for their own records and do not need to submit them to the InPort Administrator as it is the InPort Librarian that registers and assigns InPort User Roles of those types.)

Organization Information
Name - the name of the organization

InPort User Roles

InPort Librarians - An InPort Librarian can create and manage catalog Persons and InPort user accounts for their Metadata Library. Librarians can create and manage catalog project requests, authorizations and rejections. Librarians can create new organizations under their Organization and can create and manage catalog project folders under their Metadata Library.

InPort Data Stewards - InPort Data Stewards have the same catalog privileges as an InPort Reader but have the ultimate responsibility of authorizing or rejecting InPort User Roles.

InPort Publishers - InPort Publishers manage the review of metadata and ensure that quality assurance processes are completed. Publishers should give feedback and advice to InPort Authors on metadata quality and sufficiency. Publishers are responsible for web publication, either internally or externally, and for withdrawing metadata for correction or further review. Publishers will monitor metadata issues activity and ensure that issues resolution occurs in a timely fashion.

InPort Authors - InPort Authors enter, review, and correct metadata that is in a Draft state in the Library or catalog Project for which they have been granted a role. Authors have authority to put metadata into Review/Revise state at which point the Author will no longer have edit capabilities. Authors are responsible for requesting publication review for that metadata from their Catalog Publisher.

InPort Readers - InPort Readers review catalog items through the Catalog Editor or log onto the InPort web site to search and view internally published catalog items. Readers do not have any edit abilities. Readers are responsible for reporting any metadata issues.

Person Information
Honorific - title of respect [Mr., Ms., Mrs., Rev., Dr., The Honorable, etc.]
First Name - first name of the person
Mid. Inits. - middle initials of the person
Last Name - last name of the person
Name Inits. - initials of the person
Email Address - contact email address
Contact Instructions - instructions on how best to contact the person
Business Hours - expected hours the person is available for contact
Voice Tel. - contact voice area code and phone number
FAX Tel. - contact fax area code and phone number
Address Type - type of the person's address. [Mailing or Physical]
Location Type - type of the person's location. [Residence, Business]
Street Address - the street number and name, including apartment number
Building Name - the building in which the person works
Room Number - the room number in which the person works
City - the city in which the person lives or works
State/Province - the state in which the person lives or works
Postal Code - the zip code for the person's residence or business
Country - the country in which the person lives or works
NOAA User ID - NOAA User ID of type Firstname.Middlename.Lastname
Job Title - the person's job title
Employer - the source of a person's salary
Emp. Type - employee type [Federal, Commissioned, Contractor, Function, Associate]
Mgr. User ID - manager's user ID of the form Firstname.Middlename.Lastname
Work Location - the primary business location for this person
Expertise - Field or fields in which the person has specialized training or experience
Routing Code- Employee mail routing code as listed in NOAA Locator
Org. Acronym - The acronym of the organization or agency that this person represents
Prog. Acronym - The acronym of the program that this person represents

Authorization
InPort Person's Signature- signature of the InPort Person
Date -date the Person signed this form
Authorizer's Signature- signature of the individual authorizing this form [Director, IT Manager, InPort Data Steward, etc.]
Date -date the authorizer signed this form
Authorizer's Role - role that entitles the signer to authorize this form [Director, IT Manager, InPort Data Steward, etc.]