

NASA/GSFC PPS User Access Request

Dear prospective user of the PPS Facility,

In order to have other than publicly available access to the Facility IT resources, you must:

- Sign up for a PPS account via NASA Account Management System (for now only NASA personnel)
- Read the Rules of Behavior appropriate for your required access
- Provide us with a filled out, signed copy of the attached User Access Request form.

Fax, mail, email, or hand deliver the signed User Access Request to:

NASA/Goddard Space Flight Center
Code 610.2
Building 32, Room S074
Greenbelt, MD 20771
Attn: PPS Helpdesk
Voice: 301-614-5184
Email: helpdesk@mail.pps.eosdis.nasa.gov

If you prefer to email the completed form, then it must be in a format that provides the signature – e.g., scan the signed form, convert it to pdf, gif, etc., and email it as an attachment.

You will be contacted whether or not the access request is authorized. If it is authorized, you will be contacted again when the requested access is set up, with details regarding the use of the accessed resources.

You may request access to the following non-public resources. Access to these is subject to project approval and, for some of them, access is restricted to clearly defined user groups.

- PPS personnel
 - o PPS operations support email
- PPS developers, optionally including
 - o PPS development system
 - o PPS integration and test system
 - o PPS near real time system
- Non-public PPS FTP area, optionally including
 - o Access to PPS restricted ancillary data
 - o Access to PPS integration and test data

IMPORTANT: ONLY YOU may use the issued account(s). If multiple people in your group need access, then each person must individually request access via a separate form.

Be sure to notify us when you no longer need the granted access.

Contact the Helpdesk if you have any questions. We look forward to working with you!

Attachments:

- PPS User: Rules of Behavior

2/5/2020

NASA/GSFC PPS User Access Request

Requestor's Name: _____

Company/Affiliation: _____

Mail Address: _____

Phone Number: _____

E-mail Address: _____ NASA PKI: Y / N

Citizenship: U.S. Citizen: Y./ N Country of Citizenship _____

Permanent U.S. Resident: Y / N Country of birth: _____

Date required documents submitted to Security Division: _____

NASA Role: Government Contractor Grant

Contract No.: _____ GrantNo.: _____

Non-NASA: _____ NASA AUID: _____

NASA Sponsor: _____

Access Purpose: _____

Access Requested: _____

Additional resources _____

or privileges: _____

Attach a list if necessary: _____

I understand and agree to comply with the following:

Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code: constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts and my accessing others' accounts without authorization is not allowed. I understand that these systems and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.

I have read and will abide by: NASA's "Annual Information Technology Security and Privacy Awareness Training" and PPS's "Rules of Behavior".

Requestor's Signature: _____ Date: _____

NASA/GSFC PPS User Access Request

FOR USE BY PPS HELPDESK AND PPS PROJECT MANAGEMENT
(See PPS User Access Request)

User's Name: _____

PPS Authorizing Official Name, Title, GSFC Code:

Authorizing Signature: _____ **Date:** _____

- _____ is who they claim to be
- _____ is appropriate user of requested services, resources, privileges
- _____ has satisfied any special requirements – Rules, training, certification
- _____ for foreign national, have initiated approval process

Comments/Denial explanation: _____

For NASA affiliated request: Y / N
NAMS request received: AUID: _____ **Date:** _____

For Foreign National request: Y / N
Center ITSM Name: _____

Authorizing Signature: _____ **Date:** _____

Comments/Denial explanation: _____

NASA/GSFC PPS User Access Request

FOR USE BY PPS HELPDESK AND PPS ACCOUNT/SYSTEM ADMINISTRATORS

(See PPS User Access Request and management authorization)

User's Name: _____

User Contacted (by whom, date): _____

Account Name: _____

Systems: _____

Password: Initial: _____ **Change:** ____ months

Set up (name, date): _____

Comments:

Account Name: _____

Systems: _____

Password: Initial: _____ **Change:** ____ months

Set up (name, date): _____

Comments:

Account Name: _____

Systems: _____

Password: Initial: _____ **Change:** ____ months

Set up (name, date): _____

Comments: