

Account Request Document

This document fulfills the requirement of NPG2810.1 Section 4.7.7 which states:
System Administrators shall require an Account Request Document for each user who requests access to a multiuser IT system.
Before this document can be used, the user must have a properly completed Personal Info and Rules of Conduct Document on file.

Accountholder Information

Userid: _____
(SA can help determine this)

Name: _____

Account Information

(SA can help determine these)

Home Directory: _____ (/home/[userid] if not specified)
Shell: _____ (tcsh if not specified)
Default Group: _____ (user or userss if not specified)

System Information

Please fill in either hostname or cluster name or both.

Level of user privilege: (circle one)

Hostname: _____

Privileged - root access

Cluster Name: _____
(SA can help determine this)

Limited Privileged - root access for certain programs

Non-privileged - no root access

Reason/justification for need of account on this/these systems (or any other information required by cluster owner):

Authorization

Approval of host/cluster owner:
(SA can help determine this)

Printed Name: _____

Signature: _____ Date: _____

Government management official's signature, such as Branch Chief, Resource Monitor, Grant Monitor, data owner or COTR that approves the legitimate need to access the system(s) to perform authorized Government activities.
(SA can help determine this)

Printed Name: _____

Signature: _____ Date: _____

Expiration

There will be an expiration date of at least 1 year associated with each account to be determined by the host/cluster sponsor. There will also be a re-approval date associated with each account which will be 1 month before the account is to expire. At the time of the re-approval date, it will be necessary to have each account re-approved. If authorization is not received by the expiration date, the account will be removed from the system.

expiration date: _____
(SA can help determine this)