ELMS
Enterprise Logistics Management System

Maintenance & Utilization — Role Request Form

User Info:

User's Last Name:		First Name:		Middle Initial:		Suffix:	

*User's EDIPI — * Only REQUIRED if [Signature of ELMS User] is not present.

Select the Environment Requested.

Agency	Site-ID	Environment	Form Type
	All		

Access Levels:
*Provide Level of as Access will determine where the roles are assigned

UPDATE Level of Access	REPORT Level of Access	INQUIRY Level of Access

Assignment:
*One per field or can select ALL box

UIC:		Maint. Activity:		Equip. Pool:	
UIC:	All	Maint. Activity:	All	Equip. Pool:	All
UIC:	All	Maint. Activity:	All	Equip. Pool:	All
UIC:	All	Maint. Activity:	All	Equip. Pool:	All
UIC:	All	Maint. Activity:	All	Equip. Pool:	All
UIC:	All	Maint. Activity:	All	Equip. Pool:	All

System Role Selection:

I want to...	Role Selections	I want to...	Role Selections

Additional Information:	

Signatures:
*User signature only required if EDIPI not listed above

Signature of ELMS User:		Date:	
Signature of Information Owner:		Date:	

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Extra Assignments:

UIC:	All	Maint. Activity:	All	Equip. Pool:	All
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ELMS Maintenance & Utilization Roles Request Form Instructions

All user access forms are located on the ELMS Support website at http://ELMSsupport.golearnportal.org/. Once on the page go to Support > Request Access > and then select Maintenance & Utilization.

To view all available Roles and associated training, click the View ELMS Roles Spreadsheet.

User Name	Required	• Enter in necessary fields
User's EDIPI	Optional	• Enter the User's EDIPI if the User's signature is not present.
Agency	Required	• Only one Agency is permitted per form.
Site-ID	Required	• Only one Site-id is permitted per form unless the user requires access to All Site-Ids. In this case, check the ALL checkbox.
Environment	Required	• One Environment must be selected from the drop-down menu.
Form Type	Required	• Select the purpose of the form, to update or create a user's account.
Level of Access	Required	• **Level of Access will determine where the roles are assigned.** • Indicate which level of access is required for each: Update, Reports, and Inquiry.
UIC(s)	Required	• If Level of Access for updates is Actbl UIC or above, then check the ALL checkbox for UIC and enter valid Actbl UIC. • If Level of Access for updates is equal to UIC, then then enter a valid Actbl UIC/ UIC Combination in corresponding fields. • Access maybe requested for one or more valid UIC(s) per Associated Site-id/Accountable UIC Combination. • If multiple UICs are requested for a specific Actbl UIC, List each on a separate line. (More space is on page 2).
Maintenance Activity	Required	• If Level of Access for updates is UIC or above, then check the ALL check-box for Maint. Activity and enter valid UIC. • If Level of Access for updates is equal to Maint. Activity, then enter a valid UIC / Maint. Activity Combination. • Access maybe requested for one or more valid Maint. Activity(s) per Associated Site-id/UIC Combination. • If multiple Maint. Activities are requested for a specific Site-Id/UIC combination, List each on a separate line. (More space is on page 2).
Equipment Pool	Required	• If Level of Access for updates is Maintenance Activity or above, then check the ALL checkbox for Equipment Pool and enter valid UIC/Maintenance Activity combination. • If Level of Access for updates is equal to Equipment Pool, then enter a valid UIC / Maint. Activity/Equipment Pool Combination. • Access maybe requested for one or more valid Equipment Pool per Associated Site-id/UIC/EP Combination. • If multiple Equipment Pools are requested for a specific Site-Id/UIC/MA combination, List each on a separate line. (More space is on page 2).
Role Selections	Required	• Select the desired roles from the drop-down menu and indicate Add or Delete.
Additional Information	As needed	• Include any Additional Information that can assist with the Account Setup or Updates.
Signature of ELMS User & Date	Required	• Required if User's EDIPI is not present above. • Include the digital signature with EDIPI # of the User who is requesting access to the ELMS System. • Enter the date the form is digitally signed.
Signature of Information Owner & Date	Required	• Include the digital signature of the appointee responsible for approving access to the ELMS system. (i.e. Information Owner or Alternate Information Owner) • Enter the date the form is digitally signed