ELMS
Enterprise Logistics Management System

Property Accountability

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.

Enter Agency, Site-ID, Select the Environment Requested and Form Type.

Agency	Site-ID	Environment	Form Type
	All		

Manager:	Only Required for UICs with Assets with No Owner Inquiry (For Navy Use Only)	YES	NO

Access Levels:

*Provide Level of Access as it 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

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

System Role Selection:

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

Additional Information:	

Signatures:

*User Signature only required if EDIPI is not listed above   *If IO & CCB are the same, only one signature is required in IO field.

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

ELMS
Enterprise Logistics Management System

Property Accountability — Role Request Form

Extra Assignments:

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

Actbl UIC	UIC	Custodian
All	All	All

ELMS

Enterprise Logistics Management System

Property Accountability

Role Request Form

ELMS Property Accountability 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 Property Accountability.

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

User Name	Required	• Enter in the 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.
Manager	Optional	• Currently only used by the Navy. • Selection determines the results of the UICs with Assets with no owners Agency Pre-Defined Inquiry.
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. • Update roles at Agency level require CCB signature
Actbl UIC(s)	Required	• If Level of Access for updates is Site or above, then check the ALL check-box for Actbl UIC & UIC combination. • If Level of Access for updates is equal to Actbl UIC, then enter a valid Actbl UIC/ UIC Combination. • Access maybe requested for one or more valid Actbl UIC(s) per Associated Site-id. • If multiple Actbl UICs are requested for a specific Site-Id, List each on a separate line. (More space is on page 2).
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).
Custodian(s)	Required	• If Level of Access for updates is UIC or above, then check the ALL check-box for Custodian. • If Level of Access for updates is equal to Custodian, then enter a valid Actbl UIC/ UIC/Custodian combination in the corresponding fields. • Must be Custodian number NOT the Custodian name.
Role Selections	Required	• Select the desired roles from the drop-down menu and indicate Add or Delete. • If Accountable Property Officer (APO) is selected, user must be a government employee designated in writing – Can't be a contractor. • The Agency Report and Forms Generation role can only be selected if the Users Level of Access for Updates, reports and Inquiry is equal to Agency. This will provide user access to the CFO Accounting Report and the Acquisition Program CIP Project Status report. If these reports are not needed, the role should not be assigned.
Additional Information	As needed	• Include any Additional Information that can assist with the Update process.
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