ELMS
Enterprise Logistics Management System

Registry

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 the Logistics Program and Select the Environment(s) Requested.

Registry	Environment	Form Type

Main Access Level:* Access Level will determine where the roles are assigned.
Required*

UPDATE & INQUIRY Level of Access	Agency	
		All

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

Additional Access Level: Access Level will determine where the roles are assigned.
Required*

UPDATE & INQUIRY Level of Access	Agency	
		All

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

Additional Info:

Additional Information:	

Signatures:

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

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ELMS Registry Role Request Form Instructions

Request this Form from ELMS Support or ELMS Security.

To view all available Roles and associated training, visit the ELMS Support website at http://ELMSsupport.golearnportal.org/. Once on the site go to Support > Request Access > select any module, and then select "View ELMS Roles Spreadsheet."

User Name	Required	• Only one User Name Per form.
User's EDIPI	Optional	• Enter the User's EDIPI if the User's signature is not present.
Registry	Required	• Only one Registry is permitted per form.
Environment	Required	• One Environment must be selected from the drop-down menu.
Form Type	Required	• Select the purpose of the form, to create or update user's account.
Update & Inquiry Level of Access	Required, (Optional for form type = Update User)	• Level of Access will determine where the roles are assigned. • For Current users, if no Level of Access selected, access will remain the same.
Agency	Required, (Optional for form type = Update User)	• If multiple Agencies are requested for a specific Registry, List each on a separate line.
Role Selections	Required, (Optional for form type = Update User)	• Select the desired roles from the drop-down menu and indicate Add or Delete.
Additional Information	Optional, (Required for form type = Update User)	• 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
Signature of CCB Member & Date	Optional	• If the IO and CCB member is the same person, only one signature is required in the IO field.