



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:	
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Signatures:

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





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

