ELMS
Enterprise Logistics Management System

Warehouse Management

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.

Logistics Program	Environment	Form Type

Main Access Level:*
Required*

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
	All	All	All

I want to...	Role Selections	Security Commodity Types	
			All

Second Access Level:
Use for separate access levels, or if needed, more role selections.

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
	All	All	All

I want to...	Role Selections	Security Commodity Types	
			All

Third Access Level:
Use for separate access levels, or if needed, more role selections.

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
	All	All	All

I want to...	Role Selections	Security Commodity Types	
			All

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Fourth Access Level:

Use for separate access levels, or if needed, more role selections.

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
	All	All	All

I want to...	Role Selections	Security Commodity Types	
			All

Fifth Access Level:

Use for separate access levels, or if needed, more role selections.

UPDATE, REPORT & INQUIRY Level of Access	Region	Site	Warehouse
	All	All	All

I want to...	Role Selections	Security Commodity Types	
			All

Additional Info:

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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ELMS Warehouse Management 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 Warehouse Management.

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.
Logistics Program	Required	• Only one Logistic Program 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 update or create a user's account.
Level of Access	Required	• **Level of Access will determine where the roles are assigned.**
Region	Required	• Enter the Region the user will need access to. • If Level of Access is Logistic Program, then check the ALL checkbox for Regions in the Main Access Level. • If Level of Access is Region, then enter a valid Logistic Program/Region combination. • If multiple Regions are requested, use the remaining Access Level Sections.
Site	Required	• Enter the Site the user will need access to. • If Level of Access is Region or above, then check the ALL checkbox for Site and Warehouse. • If Level of Access is Site, then enter a valid Region / Site combination in the corresponding fields. • If multiple Sites are requested, use the remaining Access Level Sections.
Warehouse	Required	• Enter the Warehouse the user will need access to. • If Level of Access is Site or above, then check the ALL checkbox for Site/Warehouse. • If Level of Access is Warehouse, then enter a valid Region/Site/Warehouse Combination. • If multiple Warehouses are requested, use the remaining Access Level Sections.
Role Selections	Required	• Select the desired roles from the drop-down menu and indicate Add or Delete. • If more roles are required than boxes provided, use the remaining Access Level Sections.
Security Commodity Types	Optional	• The ALL checkbox will automatically be checked as Default • If individual Security Commodity Types need to be listed, uncheck the ALL checkbox and list all Commodity Types separated by commas.
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