



Warehouse Management

Role Request Form

User Info:

User’s Last Name:		First Name:		Middle Initial:		Suffix:	
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*User's EDIPI:		*Only REQUIRED if [Signature of ELMS User] is not present.
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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:	
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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

