



Warehouse Management

Role Request Form

User Info:

RESET 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  |
|-------------------|-------------|------------|
|                   | Select One  | Select One |

Main Access Level:\*

RESET ACCESS

Required\*

| UPDATE, REPORT & INQUIRY<br>Level of Access | Region                       | Site                         | Warehouse                    |
|---------------------------------------------|------------------------------|------------------------------|------------------------------|
| Select One                                  | All <input type="checkbox"/> | All <input type="checkbox"/> | All <input type="checkbox"/> |

| I want to... | Role Selections | Security Commodity Types                |
|--------------|-----------------|-----------------------------------------|
| Select One   |                 | All <input checked="" type="checkbox"/> |
| Select One   |                 |                                         |
| Select One   |                 |                                         |
| Select One   |                 |                                         |
| Select One   |                 |                                         |

Second Access Level:

RESET ACCESS

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

| UPDATE, REPORT & INQUIRY<br>Level of Access | Region                       | Site                         | Warehouse                    |
|---------------------------------------------|------------------------------|------------------------------|------------------------------|
| Select One                                  | All <input type="checkbox"/> | All <input type="checkbox"/> | All <input type="checkbox"/> |

| I want to... | Role Selections | Security Commodity Types                |
|--------------|-----------------|-----------------------------------------|
| Select One   |                 | All <input checked="" type="checkbox"/> |
| Select One   |                 |                                         |
| Select One   |                 |                                         |
| Select One   |                 |                                         |
| Select One   |                 |                                         |

Third Access Level:

RESET ACCESS

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

| UPDATE, REPORT & INQUIRY<br>Level of Access | Region                       | Site                         | Warehouse                    |
|---------------------------------------------|------------------------------|------------------------------|------------------------------|
| Select One                                  | All <input type="checkbox"/> | All <input type="checkbox"/> | All <input type="checkbox"/> |

| I want to... | Role Selections | Security Commodity Types                |
|--------------|-----------------|-----------------------------------------|
| Select One   |                 | All <input checked="" type="checkbox"/> |
| Select One   |                 |                                         |
| Select One   |                 |                                         |
| Select One   |                 |                                         |
| Select One   |                 |                                         |





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Fourth Access Level:

RESET ACCESS

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

| UPDATE, REPORT & INQUIRY<br>Level of Access | Region | Site | Warehouse |
|---------------------------------------------|--------|------|-----------|
| Select One                                  | All    | All  | All       |

| I want to... | Role Selections | Security Commodity Types |
|--------------|-----------------|--------------------------|
| Select One   |                 | All                      |
| Select One   |                 |                          |
| Select One   |                 |                          |
| Select One   |                 |                          |
| Select One   |                 |                          |

Fifth Access Level:

RESET ACCESS

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

| UPDATE, REPORT & INQUIRY<br>Level of Access | Region | Site | Warehouse |
|---------------------------------------------|--------|------|-----------|
| Select One                                  | All    | All  | All       |

| I want to... | Role Selections | Security Commodity Types |
|--------------|-----------------|--------------------------|
| Select One   |                 | All                      |
| Select One   |                 |                          |
| Select One   |                 |                          |
| Select One   |                 |                          |
| Select One   |                 |                          |

Additional Info:

|                         |  |
|-------------------------|--|
| Additional Information: |  |
|-------------------------|--|

Signatures:

\*User signature only required if EDIPI not listed above

|                                 |  |       |  |
|---------------------------------|--|-------|--|
| Signature of ELMS User:         |  | Date: |  |
|                                 |  | Today |  |
| Signature of Information Owner: |  | Date: |  |
|                                 |  | Today |  |





## Warehouse Management

## Role Request Form

### **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](#).

|                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>User Name</b>                                 | Required  | <ul style="list-style-type: none"> <li>Enter in necessary fields.</li> </ul>                                                                                                                                                                                                                                                                                                                            |
| <b>User's EDIPI</b>                              | Optional  | <ul style="list-style-type: none"> <li>Enter the User's EDIPI if the User's signature is not present.</li> </ul>                                                                                                                                                                                                                                                                                        |
| <b>Logistics Program</b>                         | Required  | <ul style="list-style-type: none"> <li>Only one Logistic Program is permitted per form.</li> </ul>                                                                                                                                                                                                                                                                                                      |
| <b>Environment</b>                               | Required  | <ul style="list-style-type: none"> <li>One Environment must be selected from the drop-down menu.</li> </ul>                                                                                                                                                                                                                                                                                             |
| <b>Form Type</b>                                 | Required  | <ul style="list-style-type: none"> <li>Select the purpose of the form, to update or create a user's account.</li> </ul>                                                                                                                                                                                                                                                                                 |
| <b>Level of Access</b>                           | Required  | <ul style="list-style-type: none"> <li><b>Level of Access will determine where the roles are assigned.</b></li> </ul>                                                                                                                                                                                                                                                                                   |
| <b>Region</b>                                    | Required  | <ul style="list-style-type: none"> <li>Enter the Region the user will need access to.</li> <li>If Level of Access is Logistic Program, then check the ALL checkbox for Regions in the Main Access Level.</li> <li>If Level of Access is Region, then enter a valid Logistic Program/Region combination.</li> <li>If multiple Regions are requested, use the remaining Access Level Sections.</li> </ul> |
| <b>Site</b>                                      | Required  | <ul style="list-style-type: none"> <li>Enter the Site the user will need access to.</li> <li>If Level of Access is Region or above, then check the ALL checkbox for Site and Warehouse.</li> <li>If Level of Access is Site, then enter a valid Region / Site combination in the corresponding fields.</li> <li>If multiple Sites are requested, use the remaining Access Level Sections.</li> </ul>    |
| <b>Warehouse</b>                                 | Required  | <ul style="list-style-type: none"> <li>Enter the Warehouse the user will need access to.</li> <li>If Level of Access is Site or above, then check the ALL checkbox for Site/ Warehouse.</li> <li>If Level of Access is Warehouse, then enter a valid Region/Site/Warehouse Combination.</li> <li>If multiple Warehouses are requested, use the remaining Access Level Sections.</li> </ul>              |
| <b>Role Selections</b>                           | Required  | <ul style="list-style-type: none"> <li>Select the desired roles from the drop-down menu and indicate Add or Delete.</li> <li>If more roles are required than boxes provided, use the remaining Access Level Sections.</li> </ul>                                                                                                                                                                        |
| <b>Security Commodity Types</b>                  | Optional  | <ul style="list-style-type: none"> <li>The ALL checkbox will automatically be checked as Default</li> <li>If individual Security Commodity Types need to be listed, uncheck the ALL checkbox and list all Commodity Types separated by commas.</li> </ul>                                                                                                                                               |
| <b>Additional Information</b>                    | As needed | <ul style="list-style-type: none"> <li>Include any Additional Information that can assist with the Update process.</li> </ul>                                                                                                                                                                                                                                                                           |
| <b>Signature of ELMS User &amp; Date</b>         | Required  | <ul style="list-style-type: none"> <li>Required if User's EDIPI is not present above.</li> <li>Include the digital signature with EDIPI # of the User who is requesting access to the ELMS System.</li> <li>Enter the date the form is digitally signed.</li> </ul>                                                                                                                                     |
| <b>Signature of Information Owner &amp; Date</b> | Required  | <ul style="list-style-type: none"> <li>Include the digital signature of the appointee responsible for approving access to the ELMS system. (i.e. Information Owner or Alternate Information Owner)</li> <li>Enter the date the form is digitally signed</li> </ul>                                                                                                                                      |

