

## **USER ACKNOWLEDGEMENT AGREEMENT (UAA)**

### **For Two-Factor Authentication and Remote Access Connection Services**

U. S. Department of Energy (DOE) employees, contractors, and affiliates are responsible for acknowledging this user agreement when requesting, accepting, and/or using a DOE assigned identity token. Employees will be bound to the terms of this user agreement upon cessation of need or employment, whichever comes first.

As an EMCBC Remote Access Connection (RAC) user, you must agree to the following prior to using the EMCBC RAC:

- Use Restricted to Official DOE Business and Unclassified Data:  
The EMCBC RAC user license, software, and identity token that are issued to you are the property of the U. S. Department of Energy and should only be used exclusively for legal, authorized, and legitimate DOE business only.
- Accuracy of Representation:  
of identification and authentication information. Not only should you provide accurate representation initially to receive an identity token, but you should also notify the EMCBC IRM Department if your personal information changes (name change, organization change, email address change, etc.) throughout the duration of use so the identity information is updated in the directory.
- Notification of Identity Token Loss, Disclosure, or Compromise:  
Upon any actual or suspected loss, disclosure, or compromise of your identity token or authentication information, you must immediately notify the EMCBC IRM Department .
- Non-Transference of License and Cessation of Operation:  
You may not transfer your EMCBC RAC user license to anyone else. If you no longer need the EMCBC RAC, notify the EMCBC IRM Department which will provide you with instructions for returning your identity token.
- Export of EMCBC RAC Prohibited:  
Please consult with your local Security Officer if you have a requirement involving any foreign nationals.

**AS AN EMCBC RAC USER, YOU AGREE TO USE EMCBC RAC SERVICES IN ACCORDANCE WITH THE TERMS FOUND IN THE ATTACHED AGREEMENT.**

You demonstrate your knowledge and acceptance of the terms of this agreement by signing this user agreement form. This agreement is valid for the identity token lifetime or until cessation of need or employment, whichever comes first.

_____	_____	_____	_____
User First Name	User MI	User Last Name	User Signature
_____	_____	_____	_____
User Email Address	User Site ID	Date	
<b>SECRET KEYWORD</b>			
Please answer <u>ALL</u> of the questions listed below. The question(s) will be asked of you if you need to contact the EMCBC IRM Department for any reason regarding your identity token (forgotten passwords, departmental changes, or name / email changes).			
What was the make and model of your first car?	_____		
What year you graduated from high school?	_____		
In what city or town was your first job?	_____		

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Do not write below this line

**IDENTITY PROOFING**

Date: \_\_\_\_\_

Type of identification presented: \_\_\_\_\_

Identification Number: \_\_\_\_\_

Person's name as it appears on identification: \_\_\_\_\_

Identity Token Serial Number Assigned: \_\_\_\_\_

Registration Authority Name: \_\_\_\_\_

Registration Authority Signature: \_\_\_\_\_