

**REQUESTING NEW USER ACCOUNT**

**INSTRUCTIONS:**

Fill out form electronically, print, sign, and submit to IRM for new account set-up.

**To be completed by the Supervisor / EMCBC Federal Sponsor:**

User First Name: \_\_\_\_\_

User Last Name: \_\_\_\_\_

User Site Location: \_\_\_\_\_

Office Name (e.g. OHR, OIRM): \_\_\_\_\_

**Select one:**

- EMCBC Federal Employee
- EMCBC Support Service Contractor
- Other (specify: HQ Federal Employee, outside contractor, vendor, etc.) \_\_\_\_\_

***(If Other, the Supervisor / EMCBC Federal Sponsor must indicate an end date for account access below. If no date is indicated, the account will expire in 30 days.)***

If the user is not an EMCBC employee, please briefly describe the need for system access (e.g., audit, contracting activities, etc.): \_\_\_\_\_

Account Start Date: \_\_\_\_\_ End Date (non EMCBC-based Users): \_\_\_\_\_

\_\_\_\_\_  
Supervisor / EMCBC Federal Sponsor Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>For IRM Use Only</b>	
Account created on:	By:

**New users are required to sign the EMCBC IRM Rules of Behavior prior to account activation and to complete Cyber Security Awareness Training within 30-days of account activation. Failure to do so will result in account lock-out.**