

Requesting a User

To request a User

1. A user is requested as part of an attempt to link a FAMAuth account. See the Quick Reference Card "Linking a FAMAuth Account to a User" for more info.
2. When attempting to link, **if you don't have a user**, follow the prompts and indicate you need to **request access**.
3. In the **Enter User Information** section on the **Request access** screen, complete the following information about your request, and then click the **Next** button.
 - First Name*
 - Middle
 - Last Name*
 - Job Title
 - State*
 - Organizational Unit*
 - Alternate E-mail(s)
 - Agency*
 - Office Number*
 - Mobile
 - Fax
 - Primary Affiliation*
 - Primary E-mail*

*indicates required field

Screen Captures

Request access

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Select access type

+

Enter user information

-

Please enter your full name as it appears on your Government ID.

First name

Middle name (optional)

Last name

Job title (optional)

Primary e-mail

EEMSCERT@ftc.usda.gov

Primary e-mail confirm

Alternate e-mail (optional)

-

+

☒ Receive communications also at

Office number

Ext (optional)

Mobile (optional)

Fax (optional)

State

Search States...

Primary affiliation

☐ Part-time/seasonal

Next

Cancel



4. Review and accept the **Rules of Behavior**
5. In the **Request application access and roles** section, click the **Application access** drop-down arrow, and then click the **Application** of your choice.
6. Click the **Instance** drop-down arrow, and then click the **Instance(s)** checkbox(es) of your choice.
7. If the selected application's roles are available for assignment, click the **Application Role(s)** checkbox(es) of your choice.
8. Complete the following contact information for the manager or supervisor who will verify your request, and then click the **Submit** button.
 - Contact's First Name*
 - Title*
 - Contact's Last Name*
 - E-mail*
 - Phone Number*

Screen Captures

Review and accept rules of behavior

ⓘ In compliance with USDA and federal security policies, you must accept the following rules of behavior annually, prior to being granted access to FAMAuth applications. Please read and confirm your acceptance before proceeding.

Statement of Information Security Responsibilities for Associate Forest Service Users of FS Systems

I acknowledge that I understand and agree to comply with Forest Service (FS) and USDA information security policies and procedures, as well as with federal, state, and local laws. I understand that as an FS associate, I may not be entitled to the same limited personal use privileges as FS employees, and that my use of FS information systems and equipment is limited to that which is specifically described in my contract or other agreement with the FS.

I understand that my contract or other agreement may specify additional information security responsibilities or requirements, such as the need for a signed confidentiality statement. Key elements of Forest Service Manual (FSM) Chapter 6680, Security of Information, Information Systems, and Information Technology (both [6680-6682](#) and [6682-6684](#)), for which I am responsible, are summarized below. I understand and agree that I must periodically review the FSM Chapter 6680 for changes. I am also responsible to:

- Take appropriate measures to protect information from unauthorized access, including seeking out and applying security measures to protect sensitive information stored on my computer, on other electronic devices, or on other media such as CDs, DVDs, magnetic tape, and paper.
- Not store any classified information on any computer.
- Encrypt, using agency authorized encryption methods, any government sensitive or confidential information or information subject to the Privacy Act that is stored on any personal electronic device or removable storage medium.
- Sign off or electronically lock the computer before leaving it unattended.
- Comply with physical security standards and procedures, including taking appropriate measures to protect computer equipment and other electronic devices from theft, damage, or unauthorized use.
- Comply with password standards and procedures specified in the FSM and USDA's password policy.
- Verify that automatic virus protection is enabled on the computer in use (e.g., Symantec).

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Accept Decline

Request application access and roles

ⓘ To request access to more than 1 application, please click the plus button below.

Application access Select application... **Instance(s)** Select instance(s)...

ATBD-ATBDDirectory
AutoApp1-Auto Approve Testing
DATAWH-Data Warehouse
DRONESIM-Drone Simulator
EGP-Enterprise Geospatial Portal
EIS-e-ISuite Enterprise

☐ Use existing contact

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Contact's first name **Contact's last name**

Job title **Phone number** **Ext (optional)**

E-Mail

Submit Cancel

Request application access and roles

ⓘ To request access to more than 1 application, please click the plus button below.

Application access DATAWH-Data Warehouse **Instance(s)** TEST

Request application roles for DATAWH - TEST

☐ ABS Report Reader
☐ ABS Report Writer
☐ Cognos Administrator
☐ FIREDATA Report Reader
☐ FIREDATA Report Writer
☒ General Report Reader (default)
☐ ICBS Report Reader
☐ ICBS Report Writer
☐ ICBS Training Reports Reader
☐ ICBS Training Reports Writer
☐ INAP Report Reader
☐ IRWIN Report Reader
☐ IRWIN Report Writer
☐ DIS Report Reader
☐ Report Scheduler
☐ ROSS Legacy Report Reader
☐ ROSS Legacy Report Writer

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Verification contact information

ⓘ Enter the contact who can validate your need to access this application.

- You CAN NOT validate your request (Do not enter your own name, e-mail or phone number).
- Agency employees: enter manager or supervisor.
- Contractors/Vendors: enter your government contracting office personnel.

6

☐ Use existing contact

Contact's first name **Contact's last name**

Job title **Phone number** **Ext (optional)**

E-Mail

Submit Cancel

Request application access and roles

ⓘ To request access to more than 1 application, please click the plus button below.

Application access DATAWH-Data Warehouse **Instance(s)** TEST

Request application roles for DATAWH - TEST

☐ ABS Report Reader
☐ ABS Report Writer
☐ Cognos Administrator
☐ FIREDATA Report Reader
☐ FIREDATA Report Writer
☒ General Report Reader (default)
☐ ICBS Report Reader
☐ ICBS Report Writer
☐ ICBS Training Reports Reader
☐ ICBS Training Reports Writer
☐ INAP Report Reader
☐ IRWIN Report Reader
☐ IRWIN Report Writer
☐ DIS Report Reader
☐ Report Scheduler
☐ ROSS Legacy Report Reader
☐ ROSS Legacy Report Writer

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Verification contact information

ⓘ Enter the contact who can validate your need to access this application.

- You CAN NOT validate your request (Do not enter your own name, e-mail or phone number).
- Agency employees: enter manager or supervisor.
- Contractors/Vendors: enter your government contracting office personnel.

☐ Use existing contact

Contact's first name **Contact's last name**

Job title **Phone number** **Ext (optional)**

E-Mail

Submit Cancel

9. Selecting **I need to request access and/or roles to additional applications** allows the user to go back to the previous step in the flow.
10. Selecting **I am finished with my request** presents the **I'm not a robot** check and allows the user to **Submit** the request.
11. Once the request has been submitted, the user will receive a message indicating an email will be sent when the application access request(s) has been processed.

Confirm access request

So far, you have requested the following:

DATAWH-DEV

General Report Reader (default)

What would you like to do next?

☐ I need to request access and/or roles to additional applications **9**

☒ I am finished with my request

☐ I'm not a robot **10**
 reCAPTCHA
Privacy • Terms

✓ Your application access request(s) have been submitted. You will receive an e-mail when your application access request(s) is processed. **11**

⚠ For increased security, please close your browser window.