



## INSTRUCTIONS

1. Fill in your Name, Department, Title, Social Security Number, Mail Stop Number and Telephone Number.

If your location is at the HSC or a RAHC, provide your mailing address on the ADDRESS line.

2. Check the appropriate box to add a user, change access, inform of department change with name of previous department, or delete the userid. If you currently have a userid, include that ID after your name.
3. Check the boxes of the systems you want to access. If the system(s) you request is not listed, use the box marked OTHER system(s). If you are unsure which system you need, call the Technet Support Specialist at 2-3869.
4. Some systems have restrictions on the type of network access allowed. Provide the location of your terminal or PC. If you will be using an existing SNA/Coax or Token ring connection, the Terminal ID can be found on the TECHNET signon screen. If you do not have a network connection yet, or will be accessing TECHNET from Ethernet, Dial-In, or TELNET, please indicate this under Terminal ID on the form.
5. For Techfim access, mark the appropriate box. If you are unsure of the access you need in Techfim, call the Techfim Coordinator at 2-1884. Users requesting transaction entry (TDDB) must call Accounting Services for an additional form. If you need access to OLGL to view daily online entries, mark this box. You must have departmental approval to access OLGL.
6. For TechHRIS access, provide your department number (example: Y2V07 or 1LMDEPT) with the signature of the head of the department.

Note: Users will receive their TechHRIS userid and password in the TechHRIS training class they attend. Users will be notified by mail of the available TechHRIS classes after their form has been received and approved. If you have any questions, call the TechHRIS Coordinator at 2-2167.

7. Sign the application. Unsigned applications will be returned.
8. A signature of departmental approval is required.

\*\*\* NOTE \*\*\*

If you change departments, your previous access will be deleted. A new application should be submitted by your new department.

On an employee's last day of work, the employing department should request deletion of the employee's access as prescribed in OP 70.19, VOL. II.

Attachment A, pg. 2  
OP 70.19, Vol. III  
11/4/98