

<b>United States</b> <b>Department of the Interior</b> <b>Bureau of Land Management</b> <b>Land and Resources Project Office</b> <b>Software Applications Permission Request</b>	<b>Route Form To:</b> <b>1. Supervisor/Task Manager</b> <b>2. Local Information Technology Security Manager (ITSM)</b> <b>3. State Application/Program Rep.</b> <b>4. Fax completed form to L&amp;RPO at 303-236-6691.</b>
--	--

**USER INFORMATION**

Print Name (First MI Last): \_\_\_\_\_

☐ Government Employee      ☐ Contractor: Company: \_\_\_\_\_

Print Lotus Notes email short name \_\_\_\_\_ (e.g. Jane Smith = jsmith or j1smith)

Org./Office Code: \_\_\_\_\_ Telephone No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

I have read and signed Form 1264-3, Individual Computer User's Statement of Responsibility for the General Rules and Guidelines Governing the Use of BLM Computer Systems. My Form 1264-3 is on file with the State/Center IT Security Manager.

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

**LOGIN ACCESS DETAIL****BLM Application Security System (BASS) and System Application Permissions:****Application Name (e.g. RAS, LR2000/CR, AFMSS)    Permissions (Write, Read, Query, Owner etc)**☐ Add User Account

_____	_____
_____	_____
_____	_____
_____	_____

☐ Modify User Account      Effective Date: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

☐ Remove User Account    ☐ Remove from All Accounts    Effective Date: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

**SIGNATURES**

BLM Supervisor/Task Mgr: \_\_\_\_\_ Date: \_\_\_\_\_

\*Local ITSM: \_\_\_\_\_ Date: \_\_\_\_\_

State Application/Program Rep: \_\_\_\_\_ Date: \_\_\_\_\_

\*Send original signed copy of the Login Access Request form (Form 1260-12) to the State/Center IT Security Manager.

**ACTIONS TAKEN** (L&RPO Use Only)☐ Login-ID Created/Deleted      ☐ Permissions Granted      ☐ Other (explain below)

Comments: \_\_\_\_\_

BASS/Application Permissions Admin \_\_\_\_\_ Date: \_\_\_\_\_



## **Instructions for filling out Form 1260-12**

### **User Information section**

Fill in your first name, middle initial and last name.

Check the box for either Government Employee or Contractor. If Contractor is checked enter your company name.

Enter your Lotus Notes email short name/user ID. To find your Lotus Notes short name go into the BLM address book, find your name and double click on your name, and look under short name/user ID.

Enter your Org./Office Code: To find your Org./Office Code go into the BLM address book, find your name and double click on your name, click on the Work/Home tab, look for Department under the Home tab for your Org./Office Code.

Enter your Telephone No. and Fax No. These can also be found in the BLM address book under the Work/Home tab for your name.

If you have read, signed and submitted Form 1264-3 to your IT Security Manager then sign next to signature and fill in the date you sign. If you haven't read, signed and submitted Form 1264-3, then go to your State/Center IT Security Manager and do so before signing this form.

### **Login Access Detail**

If you need to add a user account to the BLM Application Security System (BASS), check the Add User Account box.

If you need to have a user account modified, check the Modify User Account checkbox. If there is a specific effective date that you need, fill in the effective date. List the specific software applications that you need to have modified in the first column and the specific level of permissions for each application in the right column.

If you need to remove a user from access to software applications check the Remove User Account check box. If the user is to be removed from all access to application software, then check the Remove from All Accounts checkbox. If there is a specific effective date that you need, fill in the effective date. List all software applications that the user is to be removed from in the left column and all permissions that they are to be removed from in the right column.

### **Signatures**

See the Routing information on the top of the form.

The BLM Supervisor for Federal employees or the Task Manager for contractors must sign and date the form then route it to the Local Information Technology Security Manager.

The Local Information Technology Security Manager needs to sign and date the form then route it to either the State Application/Program Representative or L&RPO depending on the directives for the specific system.

The State Application Representative or Program manager for the software application must sign the form. For some systems, the form may go directly to L&RPO. Please follow the directives for your specific system.

When all other routing is complete, fax the form to L&RPO at 303-236-6691.

### **Actions Taken** (L&RPO Use Only)

L&RPO Staff will fill in and sign this portion of the form after the changes to access and permissions have been made.