

## Instructions for completing Online 513/516

The following steps can be used to create, modify or delete a privileged access request:

Step 1: Login to the BPM as a requester if you have multiple roles. The most of the requestors will have only one role. However, ISSMs and certain members of ISB may have multiple roles. Requestors can login by clicking at: <https://bpm.aphis.usda.gov/Metastorm>.

### **Notes:**

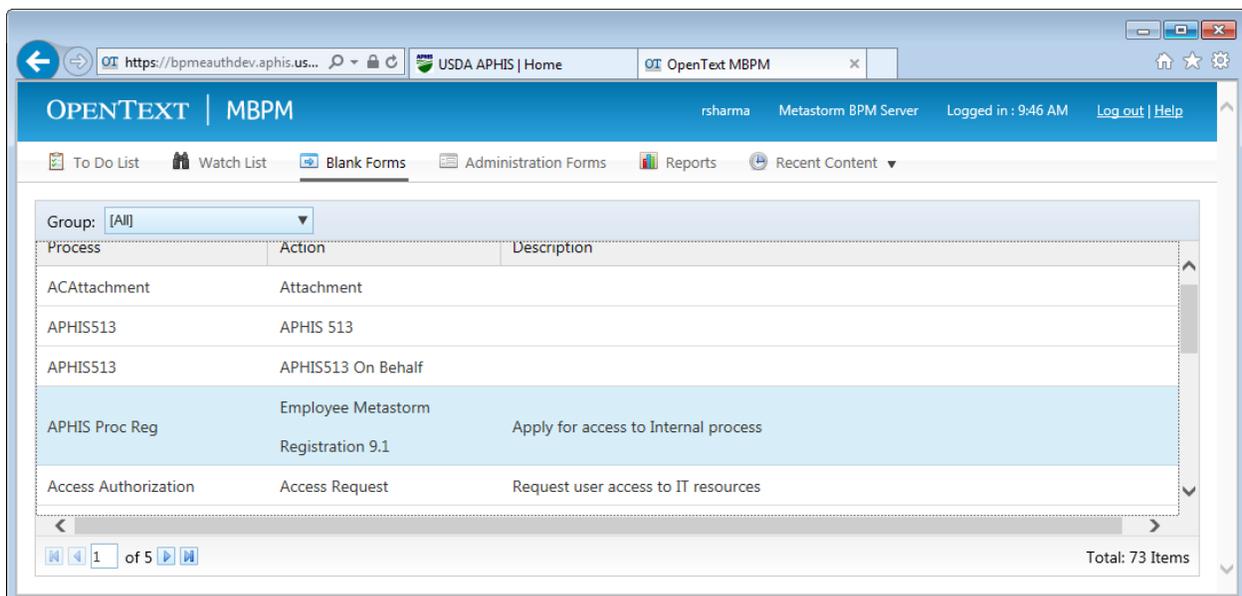
If you do not have a BPM account, please click on the below link.

[https://bpm.aphis.usda.gov/Metastorm/eForm.aspx?Map=APHIS\\_Proc\\_Reg&Client=External](https://bpm.aphis.usda.gov/Metastorm/eForm.aspx?Map=APHIS_Proc_Reg&Client=External)

From the drop down box, click on 'Access Authorization'. You then need to fill in the information and submit. An account will then be assigned to you.

- External users like State Collaborators may not be able to access BPM. The Programs will need to establish an internal process to create and request access on behalf of the external users.

Step 2: The form will be displayed automatically upon logon. However, if you do not see the form, please click on the "Blank Form tab" at the top of the page, and then click on "Access Authorization" on the left side of the BPM page.



The screenshot shows the OpenText MBPM web application interface. The browser address bar displays the URL <https://bpmeauthdev.aphis.us...>. The page header includes the OpenText logo, the user name 'rsharma', the server name 'Metastorm BPM Server', and the login time 'Logged in : 9:46 AM'. The main navigation menu includes 'To Do List', 'Watch List', 'Blank Forms', 'Administration Forms', 'Reports', and 'Recent Content'. A dropdown menu is open, showing a list of processes and actions. The table below represents the data shown in the screenshot:

Process	Action	Description
ACAttachment	Attachment	
APHIS513	APHIS 513	
APHIS513	APHIS513 On Behalf	
APHIS Proc Reg	Employee Metastorm Registration 9.1	Apply for access to Internal process
Access Authorization	Access Request	Request user access to IT resources

At the bottom of the table, there is a pagination control showing '1 of 5' and a 'Total: 73 Items' indicator.

Once you click on the Access Authorization, the form will be displayed as below:

https://bpmeauthdev.aphis.usda.gov/?Map=AccessAuthorization&Action=AccessRequest&Service=Metast - Internet Explorer

**APHIS** Animal and Plant Health Inspection Service

Purpose: Request Privileged/Non-privileged account access (APHIS 513) and/or VPN access (APHIS 516) Date Request Created  
9/9/2015

**Requestor Contact Information**

Name: Rajiv Sharma    Program: [dropdown]    Phone Nbr: [ ]    Email: Rajiv.Sharma@aphis.usda.gov

**General Info -- Add reference when to complete and submit here? ISB to provide**

Employer Type: [dropdown]

Type of Access:  Privileged  Non-privileged [Click for definitions](#)

Equipment:  Govt furnished  Non-govt furnished

Account Access (APHIS 513)

OK    Cancel

Step 3: Start completing the form as below. All fields with red asterisk must be completed. Note that the form is broken out in several sections. The instructions are organized by the various sections.

- Requestor Contact Information:
  - Requestor Name: The requestor field is automatically populated with the user name of the person who is requesting the access. **Note** that the requestor is not necessarily the same as the user for whom the request is being completed.
  - Program: From the drop down menu select the appropriate Program the requestor belongs to.
  - Phone Number: Enter the requestor's office phone number.
  - Email Address: This is automatically populated.
- General Info: The information requested in this section pertains to the user not the requestor.
  - Employer Type: From the drop down menu, make an appropriate selection. The choices are APHIS, Contractor or Other. The other could be a collaborator.
  - Type of Access: Select either Privileged or non-privileged by clicking on the radio dial button. Note that the requestor can click on the link highlighted in blue above the radio dials for a clarification on the definitions between the two.
  - Equipment: Select either Government Furnished Equipment (GFE) or non-GFE by clicking on the radio dial button. Note that the use of non-GFE must be approved by the APHIS CISO/CIO.

- Account Access: Make appropriate selection from the drop down menu. There are five options.
- User Information:
  - There are six fields. All are self-explanatory. However, note again that this information is about the user, not the requestor.
- Supervisor:
  - There are four self-explanatory fields. This is the information about the supervisor of the user, not requestor.
- Employer:
  - There are six self-explanatory fields about the employer of the user. The State field should be completed by clicking on the drop down list.
- Details:
  - Action Requested: The drop down menu allows the requestor to select Establish, Modify or Terminate. The Establish selection should be made for all new requests. The modify selection is if a change is being requested to modify the existing access. The Terminate selection should be made if the request to terminate the existing access.
  - Reason for Access/Change: Provide a brief but clear explanation of the request including justification. Also be as specific with the name of the system the user needs access to. For example, if the request is for access to APHIS network, you could write that the “This access is being requested to APHIS network router XYZ to view security logs.”
  - Type of Acct. requested Access: Choose either permanent or temporary from the drop down menu.
  - Period of Access: This selection allows the requestor to restrict user access to certain days and times. Select as appropriate. There are two selections allowed. For additional selections, click on the “Click here to add other periods of access.”
  - Access requested or Changed to: By clicking on the “+”, the requestor can add specific information, for example, the specific, server that user need access to. For adding multiple servers or equipment or component, keep pressing the “+” button after each entry. The “X” button deletes the item (S) entered in error.