

**UNITED STATES DEPARTMENT OF AGRICULTURE
MARKETING AND REGULATORY PROGRAMS**

**ACTIVE DIRECTORY USER ACCOUNT
PROVISIONING REQUEST FORM**

The information collected will be used to submit a System Authorization Access Request (SAAR) to CEC for the creation of non-privileged active directory (AD) user accounts or transfer of accounts between MRP and other USDA agencies. Five business days advance notice is **required** for all new user account creations/transfers. Supervisors (or their acting/designee) or RMO should email the signed form (as an attachment) with as much information completed to the agent who sent it to you or send to: **Help@USDA.GOV** . This form is for MRP internal use only.

User Contact Information

(All information is required)

1. EMPLOYEE NAME <i>(Last, First, MI)</i>	2. JOB TITLE
3. CITY/STATE	4. AGENCY
5. ORGANIZATION/DIVISION/PROGRAM	6. DEPARTMENT/BRANCH
7. SITE ID	8. OFFICE ID
9. PHONE NUMBER	10. ROOM NUMBER

Type of Action Needed

(One use per form only)

11. ADD NEW USER ACCOUNT AND ACCESS <i>(select only one action)</i> FULL TIME CONTRACTOR INTERN INTERMITTENT	11a. START DATE	11b. END DATE <i>(if intern or intermittent)</i>
12. UPDATE USER ACCOUNT INFORMATION NAME CHANGE PHONE NUMBER SUPERVISOR CHANGE	13. MOVE USER ACCOUNT <i>(including interagency transfers)</i> FROM APHIS/AMS PROGRAM TO APHIS/AMS PROGRAM TRANSFER ACCOUNT FROM APHIS/AMS TO <i>(insert new agency and remove access)</i> TRANSFER ACCOUNT TO APHIS/AMS FROM <i>(insert new agency)</i>	
14. WILL USER NEED AN EMAIL ACCOUNT? YES NO	13a. IS TRANSFER TEMPORARY? YES NO	13b. IF YES, WILL USER NEED DUAL AGENCY ACCESS? YES NO

Account Access Privileges

15. SHARED DRIVES <i>(server/drive/folder)</i>	
16. EMAIL DISTRIBUTION LISTS	
17. SECURITY GROUPS <i>(division or branch)</i>	
18. SHARED MAILBOX <i>(if applicable)</i>	
19. HARDWARE POINT OF CONTACT <i>(if known)</i>	20. HARDWARE POINT OF CONTACT PHONE NUMBER
21. SUPERVISOR NAME <i>(Last, First, MI) (COR if user is a contractor)</i>	22. SUPERVISOR PHONE NUMBER
23. SUPERVISOR SIGNATURE	24. DATE