

***Denotes required to process request.**

PRIVACY ACT ADVISEMENT: PRINCIPAL PURPOSE: To record names and signatures, for the purpose of validating the trustworthiness of individuals requesting access to Guam Waterworks Authority Systems and Information. NOTE: Records may be maintained in both electronic and/or paper form. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information will impede, delay or prevent further processing of this request.	Receive Date: _____															
1. * TYPE OF USER <table style="width:100%; border: none;"> <tr> <td style="width:20%; border: none;">New Employee</td> <td style="width:20%; border: none;">Vendor Access</td> <td style="width:20%; border: none;">GWA Guest</td> <td style="width:20%; border: none;">Current Employee</td> <td style="width:20%; border: none;">Other</td> </tr> </table>		New Employee	Vendor Access	GWA Guest	Current Employee	Other										
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2. * TYPE OF REQUEST <table style="width:100%; border: none;"> <tr> <td style="width:25%; border: none;">Create an Account</td> <td style="width:25%; border: none;">Terminate Account</td> <td style="width:25%; border: none;">Change User Access</td> <td style="width:25%; border: none;">Name Change</td> <td style="width:20%; border: none;">Other</td> </tr> </table>		Create an Account	Terminate Account	Change User Access	Name Change	Other										
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3. * REQUESTER INFORMATION Last Name: _____ First Name: _____ Middle Int. _____ Employee No.: _____ Contact No.: _____ E-mail Address: _____ Business Unit: _____ Manager Name: _____ E-mail Address: _____																
4. * USER INFORMATION Last Name: _____ First Name: _____ Middle Int. _____ Employee No.: _____ Contact No.: _____ E-mail Address: _____ Business Unit: _____ Last 4 SSN: _____ User ID: _____ Manager Name: _____																
5. * TYPE OF REQUEST <table style="width:100%; border: none;"> <tr> <td style="width:15%; border: none;">E-mail</td> <td style="width:15%; border: none;">Domain</td> <td style="width:15%; border: none;">JDEdwards</td> <td style="width:15%; border: none;">CIS</td> <td style="width:15%; border: none;">Pay by Phone</td> <td style="width:20%; border: none;">Other _____</td> </tr> </table>		E-mail	Domain	JDEdwards	CIS	Pay by Phone	Other _____									
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6. * TYPE OF SERVICE <table style="width:100%; border: none;"> <tr> <td style="width:18%; border: none;">General Ledger</td> <td style="width:18%; border: none;">Accounts Payable</td> <td style="width:18%; border: none;">Accounts Receivable</td> <td style="width:18%; border: none;">Budget</td> <td style="width:18%; border: none;">Human Resources</td> </tr> <tr> <td style="border: none;">Payroll</td> <td style="border: none;">Time Entry</td> <td style="border: none;">Requisitions</td> <td style="border: none;">Purchasing</td> <td style="border: none;">Work Order</td> </tr> <tr> <td style="border: none;">Job Cost</td> <td style="border: none;">Cashier</td> <td style="border: none;">Customer Service</td> <td style="border: none;">Billing</td> <td style="border: none;">Query</td> </tr> </table>		General Ledger	Accounts Payable	Accounts Receivable	Budget	Human Resources	Payroll	Time Entry	Requisitions	Purchasing	Work Order	Job Cost	Cashier	Customer Service	Billing	Query
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7. * ACCESS LEVEL <table style="width:100%; border: none;"> <tr> <td style="width:15%; border: none;">INQUIRY</td> <td style="width:15%; border: none;">ADD</td> <td style="width:15%; border: none;">UPDATE</td> <td style="width:15%; border: none;">FULL</td> <td style="width:40%; border: none;">OTHER _____</td> </tr> </table>		INQUIRY	ADD	UPDATE	FULL	OTHER _____										
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<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"> _____ 8. *Supervisor's Approval Signature and Date </td> <td style="width:50%; border: none;"> _____ *Manager's Approval Signature, Badge No. and Date </td> </tr> </table>		_____ 8. *Supervisor's Approval Signature and Date	_____ *Manager's Approval Signature, Badge No. and Date													
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9. TO BE COMPLETED BY GWA IT STAFF User ID: _____ Default Menu _____ Batch Job Que _____ Comments: _____																
<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"> _____ 10. Completed by Signature and Date </td> <td style="width:50%; border: none;"> _____ IT Manager's Approval Signature and Date </td> </tr> </table>		_____ 10. Completed by Signature and Date	_____ IT Manager's Approval Signature and Date													
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* Email Notice: Accounts are to be used for Government purpose only and will not be shared or transferred. Accounts may be used for personal enrichment; however, not for business profit. Misuse of account will be cause for disciplinary action. Suspected misuse of an account will be subject to audits. I, the above user understand the above warning statement: _____ Print Name, Badge No. Signature and Date																