



*Denotes required to process request.

PRIVACY ACT ADVISEMENT:

Receive Date: _____

PRINCIPAL PURPOSE:

Received By: _____

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.

1. * TYPE OF USER

- New Employee
- Current Employee
- GWA Guest
- Other

2. * TYPE OF REQUEST

- Create Account
- Terminate Account
- Change User Access
- Other

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: _____ User ID: _____ Manager Name: _____

5. * TAB/DASHBOARD VIEW

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Water Production | <input type="checkbox"/> Water Distribution | <input type="checkbox"/> Wastewater Treatment | <input type="checkbox"/> Wastewater Collection |
| <input type="checkbox"/> Overview | <input type="checkbox"/> Overview | <input type="checkbox"/> Overview | <input type="checkbox"/> Overview |
| <input type="checkbox"/> Chlorine | <input type="checkbox"/> Pressure Line Unit | <input type="checkbox"/> Hagatna TP | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Deepwell | <input type="checkbox"/> BPS - North | <input type="checkbox"/> Northern TP | <input type="checkbox"/> Central |
| <input type="checkbox"/> GIAA | <input type="checkbox"/> BPS - South | <input type="checkbox"/> Southern TP | <input type="checkbox"/> Northern |
| <input type="checkbox"/> Maui Well | | <input type="checkbox"/> Agat/Santa Rita | <input type="checkbox"/> Southern |
| <input type="checkbox"/> Ugum | | | |
| <input type="checkbox"/> Dispatch | <input type="checkbox"/> SCC | <input type="checkbox"/> Instrument Tech | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Fleet | <input type="checkbox"/> Meter Test Bench Facility | <input type="checkbox"/> Other: _____ | |

6. * MODULE VIEW

- Admin
- Equipment
- GIS
- Lucy Apps (Dashboard, Lucy Mobile, Lucy Web)
- Mobile
- Sewer
- Water

7. * ACCESS LEVEL

- GRANT
- DENY
- REMOVE
- Administration
- Manager
- Supervisor
- Lead
- Data Entry
- View/Training

8. *Supervisor's Approval Signature and Date

*Manager's Approval Signature, Badge No. and Date

9. TO BE COMPLETED BY GWA ASSET MANAGEMENT STAFF

Reviewed/Approved: _____ User ID: _____

Completed By: _____ Default Module: _____