

# Instructions for Completing the AMS System Account Request Form

## SECTION 1 – Requestor Information (Requestor)

Fill in your First Name, Last Name, Email address, OPDIV (drop down or type if not listed), HHS ID and Affiliation (drop down) information. Additionally, if a specific AMS account name is required, please provide.

## SECTION 2 – Account Details (Requestor)

This section is used to request access to specific applications with various roles, provided AMS integrates with those applications; both of these details are optional, but recommended.

Additionally, please provide the justification for the service/system account and include a level of detail to fully communicate the use case and why a standard user account cannot be leveraged. This is a required field.

## SECTION 3 – Agreement (Requestor)

**PIV Holder** – Please select your completion status regarding the HHS Annual IT Security Awareness training and read the attestation regarding the information provided on the form. If you agree, insert the signature of the Requestor

Left click the signature field

In the 'Sign Document' dialog, ensure the –S certificate from your PIV is selected, and click 'Sign'

Enter your PIV PIN, and save the document when prompted

Once all information in sections 1-3 is complete, the requestor can click the “Email to Supervisor” button to generate an email with the form attached. Please be sure to add the recipient email address before sending.

## SECTION 4 – ISSO Approval (Application ISSO)

The ISSO of the target system will fill out their contact information and provide a date when the AMS system account should expire (if none is provided account expiration will align to requestor PIV expiration and will subsequently digitally sign, attesting to the requestor's need for the account and related credentials.

Once all information and a signature in section 4 is complete, the supervisor can click the “Email to PERSEC” button to generate an email with the form attached. Be sure to address to the specific OPDIV PERSEC office email if needed (HHS HSPD-12 office is currently the default email.

## Section 5 – Personnel Security Approval (PERSEC)

Once the form is received, PERSEC specialists will validate the requestor has signed the Rules of Behavior, and will also confirm that an appropriate background investigation has been scheduled or completed to support an AMS system account, providing their digital PIV signature once complete.

Once all attestation and signatures are complete in section 5, the PERSEC specialist can then email to the PMO for approval. Clicking the “Email to PMO” button will generate an email with the completed form attached and pre-addressed.

## Section 6 – PMO Approval (AMS PMO)

If the PMO approves of the account creation, they will digitally sign. Clicking the “Email to AMS” button will generate an email with the completed form attached and pre-addressed to the Tier III helpdesk for processing.

## Section 7 - AMS Internal Use Only, do not fill out

