

Date: _____

Web Account Request Form

Directions: Fill out the appropriate information per your requirements. All account requests (both NASA and contractors) must have the approval signature of the supporting group leader. Request should be delivered to Debbie Graham/FD42.

User's Name: _____	NASA Sponsor's Name: _____
Telephone: _____	Contractor Company: _____
E-mail Address: _____	Initiator's Name: _____
NASA Org. Supported: _____	Account Purpose (project): _____
Expiration Date/Event: _____	Supervisor: _____

ACCOUNT TYPE: _____ Single User _____ Multiple User

If multi-user account, list person responsible for account _____

Also, list other qualified users of the this account on the back

Web Page Access (who can access your web pages via the internet):

World
 MSFC Only
 Host Restricted
 Password Restricted

List special web requirements on the back

User Responsibilities

Users are responsible for the use and protection of their computer account(s) and shall not compromise the security of the system by doing any of the following:

- Sharing account (USERID) and/or password with another individual unless otherwise authorized.
- Using passwords which are personally meaningful (i.e. your name, name of spouse, etc.), or trivial passwords (i.e. MSFC, NASA, BOEING, password, etc.). All passwords should contain at least one special character (e.g. *&\$#).
- Recording your password in such a manner or location in which it can be compromised by another person.
- Installing any software that is not certified free of viruses or any contaminates into the system.
- Electronically transmitting IP addresses of any MSFC systems.
- While you are signed-on; leaving your session unsupervised or leaving your terminal with a non-authorized user.

Users are responsible for reporting any changes which affect their access request forms, and are responsible for reporting any suspected access control violations and complying with security regulations. Users must be US citizens.

Users who create documents accessible through the Web server must read and follow the MSFC Policy on World-Wide Web Services for the Marshall Space Flight Center and read and follow the FD30/FD40 Web instructions at <http://payloads.msfc.nasa.gov/web-ers/>. Developers of publicly accessible pages must follow these additional rules:

- Do not disclose data which is commercially sensitive or proprietary.
- Do not disclose data which is procurement sensitive.
- Do not disclose data which is subject to expert control laws.
- Do not release copyrighted data.
- Do not disclose Privacy Act Information (PAI).
- Include only information related to official NASA business.
- If information is in doubt, ask for MSFC management approval.

I, _____ hereby certify that I understand, and shall comply with the above statements.

Account Owner Signature

Date

Supervisor Signature

Date

Account Name: _____ Implemented On: _____

URL: _____