

Date: _____

Account Request Form for Web Read-Only

PLEASE write legibly and read thoroughly.

Directions: Fill out the appropriate information per your requirements. All account requests (both NASA and contractors) must have the approval signature of your immediate supervisor, and must be approved by the system's line manager or his/her delegate. Request should be delivered to Debbie Graham/FD42 Building 4610/Room 1003; MSFC, AL 35812.

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

Computer (check one): Payloads Web Server _____ GSD Web Server _____
Please list the URL (folder) (example:computer.msfc.nasa.gov/foldername) that you want access to:

User Responsibilities

This system has been classified as having ITAR/EAR data. New and higher security regulations exist and must be enforced. Your account is an **individual account** and sharing accounts/passwords or transferring your account to another user is **strictly prohibited**. Doing so is considered a security violation and it will be reported to the NASA IT Security office. Foreign nationals requiring access must submit account request forms with attached MSFC form 4336 (page 2) which will be approved through a different process; therefore sharing an account with a foreign national is **strictly prohibited**. Users are responsible for the use and protection of their computer account and shall not compromise the security of the system by doing any of the following:

- Sharing account name and/or password with another individual.
- Using passwords which are personally meaningful, trivial, or dictionary words. All passwords should contain at least one special character, a capital letter, a small letter, and a number.
- Recording your password in such a manner or location in which it can be compromised by another person.
- 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 that affect their access request forms, and are responsible for reporting any suspected access control violations and complying with security regulations. Each individual will be held accountable for failure to comply with these security regulations, along with any damage that occurs as a result. This system is subject to auditing and recording at any time.

This is a U.S. Government computer. By accessing and using it, you are consenting to the monitoring of your keystrokes. Any unauthorized used of this computer may subject you to disciplinary action or even criminal prosecution. Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S.Code; constitutes theft; and is punishable by law.

I certify that I am a United States citizen.

I am not a U. S. citizen. I will also **SIGN** and attach MSFC Form 4336 (page 2) to this completed Account Request Form. (NOTE: The remaining fields of the Form 4336 (page 2) will be filled out by the system administrator.)

Date of Birth _____ Place of Birth: _____

Current Citizenship (Country): _____ Passport #: _____

Employer Name and Address: _____

I, _____ hereby certify that I understand, and upon the granting of access to the Web server shall comply with the above statements.

Account Owner Signature _____ Date

Supervisor Signature or NASA Sponsor _____ Date

Approving Authority (Payloads/GSD Line Manager or System Administrator) _____ Date