



Request for iQMIS User Access

- New User
- Change User Info
- Change User Access



User First and Last Name (usual or common name, not official name)	Work Location (City and State)
Bureau /Agency Name (choose one)	Work E-mail Address
Official Position/Job Title	Work Phone
Division/Branch/Office/Section	DOI USERS ONLY: User Login Name (Active Directory)

IN iQMIS, I NEED THE ABILITY TO:	(USER ROLE)
<input type="radio"/> Edit Housing Data (HOUSING MANAGER ROLE)	<input type="radio"/> View Data (READ ONLY ROLE)
<input type="radio"/> Edit Tenant Data (TENANT MANAGER ROLE)	<div style="border: 1px solid black; padding: 5px;"> <input type="radio"/> System Manager <input type="radio"/> Comparable Manager <input type="radio"/> Policy Manager <input type="radio"/> Security Manager </div>

IN iQMIS, I NEED ACCESS TO:	(USER SCOPE)
<input type="radio"/> One or more Housing Installation/s (LOCAL USER) - Specify installation/s below	<input type="radio"/> All Installations in my Agency (NATIONAL USER)
<input type="radio"/> One or more Region/s in my Agency (REGIONAL USER) - Specify region/s below	<div style="border: 1px solid black; padding: 5px;"> <input type="radio"/> Program-wide User </div>

LOCAL/REGIONAL USERS ONLY: Specify housing installation/s or region/s you are authorized to access

IF I AM REPLACING A PREVIOUS USER:

APPROVER: Attach a "Request for iQMIS User Removal" form to remove the Previous User

Previous iQMIS User for my housing installation/s (First – Last Name)

USER SECURITY AGREEMENT AND APPROVAL:

Access to the Department of the Interior (DOI) Internet Quarters Management Information System (iQMIS) is controlled to protect sensitive property, financial, and personally identifiable information (PII.) Requests for access must be justified based on employee's job requirements. Access is granted only to authorized users. See the iQMIS "Request for iQMIS User Access Form" Instructions for the specific approval process for your bureau or agency.

I acknowledge that unauthorized use of any U.S. government computer system is punishable under Public Law 98-473. I also understand that I am accountable for any and all actions performed as a result of access to iQMIS via my user account and that unauthorized actions may subject me to disciplinary actions. My signature acknowledges that I have read this certification form and that I agree to protect the security of the system, its contents, reports and documents. Any suspected illegal access will be reported immediately. (ACKNOWLEDGEMENT REQUIRED)

I certify that I have read the "iQMIS Rules of Behavior." (REQUIRED)

I am not assigned to government housing. I am assigned to government housing. (REQUIRED)

User's Signature	Date
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I hereby certify that the above-named individual has the authority to access the housing and tenant data for the specified installations, to compute new rental rates, and to submit payroll deduction forms and accounting forms for the employee/tenant payment of rent, if so indicated.

Approver's Signature (See Form Instructions)	Date
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Approver's Signature (See Form Instructions)	Date
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Approver's Signature (See Form Instructions)	Date
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