



# 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:

(SELECT ONE ROLE)

Edit Housing Data (HOUSING MANAGER ROLE)

View Data (READ ONLY ROLE)

Edit Tenant Data (TENANT MANAGER ROLE)

System Manager

Comparable Manager

Policy Manager

Security Manager

### IN iQMIS, I NEED ACCESS TO:

(SELECT ONE SCOPE)

One or more Housing Installation/s (LOCAL USER) - Specify below

All Installations in my Agency (NATIONAL USER)

One or more Region/s in my Agency (REGIONAL USER) - Specify region/s below

Program-wide User (IBC ONLY)

↑ Enter the Specific Site Name, Park, Forest, Ranger District, Refuge, School or Region that you manage (NOT individual unit numbers)

### 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

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.

I will attach a separate "Request for iQMIS User Removal" form to remove the Previous User, if applicable.

Approver's Signature (See Form Instructions)

Date

Approver's Signature (See Form Instructions)

Date

Approver's Signature (See Form Instructions)

Date