



Logon Authorization Request for Non-DHS Employees

Action Requested

- Assign a new user identification number (UID) to a person who has never been employed by DHS or has never been issued a DHS UID. For new users, you must also complete and submit Form 19SC001E, Logon Authorization Request Supplemental Information.
- Reactivate a UID for a person previously employed by DHS or who has previously been issued a DHS UID. Previous UID is: _____
- Change user information for UID: _____
 - Name change
 - Office location address change
 - Associated DHS office or division change

Requester Information

First name	M.I.	Last name	
Office street address	City	State	ZIP code
Job title	Phone number	Employer	
Associated division		Server name (if known)	

Permissions Requested

Do you need mainframe permissions? Yes No

Do you need a web or desktop license? Web license Desktop license

For a desktop license, enter computer name: _____

Select all mainframe permissions requested:

DPSCIS FACS IMS IMSTEST IMSTRAIN TSO

UID string (if known): _____

Do you need network permissions? Yes No

DHS email KIDS VPN (requires authorization)

Gemini

RDP - Enter computer name: _____

Attachment 3

If other system permissions are requested or other instructions for the UID are required, specify:

Requester Acknowledgment and Signature

I, the undersigned, acknowledge the information which this user identification enables me to access is to be utilized only in the performance of my assigned duties as an employee of the above named organization. I agree to make no inquiry or updates which are not required for the performance of these duties. I acknowledge that numerous federal and state laws make DHS information confidential and these laws carry criminal and civil penalty provisions for violations. Therefore, I will keep confidential any information made available to me. I agree to not reveal or share my password with anyone, and I agree to not share active access to a DHS computer or DHS network with anyone. I understand my failure to comply with security policy and procedures may result in termination of my access to information.

Requester signature

Date

Approval Signatures

Authorized DHS or OMES supervisor signature

UID

Phone number

Date

Decentralized security representative (DSR) signature

UID

Phone number

Date

Routing and Special Instructions

- Submit this completed form to the OMES Service Desk for processing at servicedesk@omes.ok.gov, or submit through the OMES Service Desk Customer Portal @ <http://servicedesk.ok.gov> (this requires the user to first contact the service desk by calling 405-521-HELP or 800-521-2444 to establish a password).
- Requests to assign a new UID or to reactivate a previous UID when that UID is unknown, also require completion of Form 19SC001E, Logon Authorization Request Supplemental Information.