

Contractor Instructions - "DATA CENTER SYSTEM ACCESS REQUEST"

Fill out the following fields on the "DATA CENTER SYSTEM ACCESS REQUEST" form (Form No. 325-060-40) only. Please fill out one per user. These instructions are for new users who do not currently have a userid.

In the top of the form:

1. Print User's Name
2. Phone Number (User's Phone Number)

In the Signature block:

1. Have the user sign the signature line and date the form on the date line.

In the USER ID portion of the form:

1. Fill in the bubble for REQUEST FOR NEW USER ID: "YES"
2. Provide User's supervisor name in the "Supervisor Name" field.
3. Provide your company name in the "Agency or Vendor, if non-DOT" field.
4. X the block for TSO only on the "USERID TO BE USED FOR" block

In the DB2 portion of the form:

1. Add **CQR** and **PCR** to the SYSTEM – LIST TABLE(S), VIEW(S) or PLAN(S) field.

That is the only information required for contractors to gain access to CQR. Ignore the other fields and submit the completed form to Project Engineer.